

# INTERPRETER

**DUTY STATION:** Brcko

**GRADE:** 6

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The incumbent will provide interpreting and translating support for the various departments in OHR Brcko. The scope of the position involves translation of various documents, interpretation during various meetings, and other tasks as required by the supervisor. Given the nature of work, strong teamwork, co-ordination, and attention to detail are required.

## **DUTIES AND RESPONSIBILITIES:**

- Provide written translations with a high level of accuracy that captures the specific nature of the document. This requires a high level of skill and therefore an extensive working vocabulary is required;
- Interpret in various meetings that cover broad subject areas;
- Ability to translate in front of large crowds and in the public forum (i.e. radio/TV interviews);
- Maintain required archives of translated documents;
- An interpreter is required to make the continuous investment in skills required to carry out these basic tasks;
- Provide general administrative support in terms of arranging meetings and agendas.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University Degree in English Language studies required;
- Minimum of one year of work experience in a similar position essential;
- Excellent computer skills;
- Ability to work in a team as well as unsupervised;
- Ability to work with people from various cultural backgrounds.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to:

**Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
Fax: +387 (0) 33 283 771  
application@ohr.int**

**E-mail:**

**Please quote Reference number: 2003/269  
Closing date for applications: 29 August 2003**

**Only short-listed candidates will be contacted  
No telephone inquiries please**