

# INTERPRETER

**DUTY STATION:** Banja Luka

**CONTRACT TYPE:** National

**GRADE:** 6

## PURPOSE AND SCOPE OF THE POSITION

The incumbent will provide translation and interpretation.

## DUTIES AND RESPONSIBILITIES

- Translate laws and documents (technical, political, legal, financial, economic, etc.) and incoming daily correspondence;
- Interpret at the meetings and trips involving the Front Office, as well other departments (Legal, Political, Economic, Humanitarian, Human Rights, Media);
- Interpret at TV and Radio programs and at press conferences;
- Prepare summaries of long documents, when requested;
- Make phone calls;
- Arrange meetings;
- Photocopy when required;
- Any and all other related duties required for the completion of their work as may be assigned to the incumbent of the position;

## PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- University Degree in English language preferred, but not mandatory;
- Minimum of two years work experience as a translator is a mandatory requirement;
- Excellent computer skills;

- Willingness to work with people from various cultural backgrounds;
- Willingness to work long hours.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina***

***Fax: ++387 33 283 771      E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number must be quoted: 2003/126  
Closing date for applications: 24 April 2003***

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