

# INTERPRETER FOR GERMAN LANGUAGE

RESOURCES & TRANSFORMATION DEPARTMENT

SARAJEVO

**Duty Station:** Sarajevo

**Contract Type:** National Consultant (on-call basis)

**Purpose and Scope of the Position;**

OHR Sarajevo is currently seeking a qualified candidate for the position of an Interpreter for German language. He/she will work in close coordination with the Translation pool and will translate and interpret a wide variety of written and spoken communication in German and local languages. It is expected that he/she will mainly perform translation and interpretation for the High Representative and his Cabinet facilitating communications between the High Representative and non-German speaking local politicians and other officials at the highest level.

**Duties and Responsibilities;**

- Interpret consecutively (verbally) and perform 'chuchotage' interpretation for the High Representative and his Cabinet at conferences, seminars, meetings, TV/radio/newspapers interviews, and other top level meetings or trips involving the highest national and international officials;
- Translate a wide variety of documents from German to local languages and vice versa, including laws, agreements, MoUs, basic documents, Principals' correspondence etc.
- Translate other technical, political, legal, financial

- and economic documents and correspondence if requested;
- Interpret during working dinners, cocktails, receptions and events attended by the OHR Principals, high-level politicians, etc.
- Prepare verbal or written summaries of documents;

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree with major in German language studies;
- Excellent written and spoken German language;
- Very good knowledge of written and spoken English language;
- Professional experience of at least 7 years as translator/interpreter is essential, preferably with the international community;
- Experience in simultaneous interpreting is an advantage;
- Computer literacy MS Office;
- Flexibility and availability for ad-hoc requests;
- Experience dealing with situations requiring a high degree of tact and sensitivity to political, intercultural and diplomatic realities;
- Proven ability to maintain co-operative working relationship with diverse groups including politicians and senior staff;
- Discretion in handling confidential matters;
- Strong communication and organisational skills.

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

**Human Resources  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Reference number: 2022/057**

**Closing date for applications: 23 December 2022**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**