Interpreter – Interpreters Pool / Personnel Department

PURPOSE AND SCOPE OF POSITION

The Interpreter will, as part of team of professionals, perform translation and interpretation duties for the Brcko Supervisor as well as other Department Heads and Staff within the OHR Brcko. The incumbent will work under the general supervision of the Director of Personnel and Administration Manager and under the direct supervision of the Interpreters Supervisor.

DUTIES AND RESPONSIBILITIES

1. Consecutive translation at conferences, seminars and meetings, during TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials.

2. Written translations of technical, political, legal, financial and economic documents and daily correspondence

3. Preparation of verbal or written summaries of documents

4. Proof read translations done by other interpreters

5. Duty Interpreter on Saturday and Sunday according to the Duty Roster

6. Stand in for OHR North National Staff as required

7. Perform any other administrative duties as required

8. Perform the same duties in sub-offices as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University Degree with major in English Language studies requested

2. Professional experience of at least 3 years as translator/interpreter is requested, preferably with the international community

3. Computer literacy essential

4. Flexibility and ability to cope with stress and long working hours

5. Team-work oriented attitude

6. Ability to work with people of difference cultural backgrounds

Any personnel with the above qualifications should provide (in

English) a CV with a one – page cover letter and references to the following:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 908/01

Closing date for applications: November 5, 2001

Only short-listed candidates will be contacted

No telephone enquiries please