

Interpreter – Special Envoy Office

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will perform translating and interpreting duties for the Special Envoy as well as provide administrative support. He/she will work under the general and direct supervision of the Special Envoy.

DUTIES AND RESPONSIBILITIES

1. Assisting the Special Envoy by organizing meetings, performing interpreting and translation duties as and when required. This will include perusal of daily and weekly print media for items of relevance to the Special Envoy program. Duties will also included monitoring of local radio/TV programs.
1. Assessing the need for stationery, equipment and furniture and controlling the hand-over procedures of the Office, controlling of the impress fund ensuring the monthly expense forms are submitted on time to Brcko OHR administration and compiling maps and graphics.
1. Filing of documents and correspondence, handling incoming/outgoing mail, answering phone& and other duties as requested.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. University Degree in English Language studies
 2. Previous experience of one year in a similar role with international organisations preferred
 3. Excellent computer skills
 4. Proven organizational skills
- Ability to work with people from different 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, 76 100 Brcko

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

Please quote Reference No. 1103/01

Closing date for applications: August 21, 2001