

# **Interpreter/Administrative Assistant – Independent Judicial Commission**

## **PURPOSE AND SCOPE OF THE POSITION**

The qualified candidate will be responsible for ensuring smooth running of all administrative tasks of PPD, ensuring that all records are kept up to date, manage all correspondence and filing system for all incoming and outgoing correspondence. He/she will work under direct supervision of the Chief of the PPD Department and Head of Administration.

## **DUTIES AND RESPONSIBILITIES**

- Translating documents
- Interpreting from time to time at meetings as required
- General office administrative tasks including filing, copying, handling mail and faxes, answering phones and handling incoming inquiries (both verbal and written)
- Dealing with and ordering office supplies and equipment
- Creating and maintaining administrative files and files for all incoming and outgoing correspondence
- Co-ordinate internal and external meetings
- Arranging transportation for meetings, workshops and conferences
- Carrying out other administrative and clerical tasks as required by the Chief of PPD

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed secondary education

- Professional experience of at least three years in a similar role in an international organization
- Fluent written and oral English
- Excellent computer skills essential
- Strong organizational/communication skills
- Flexibility and ability to work with stress and long working hours
- Ability to work with people from different cultural backgrounds

Any personnel with the above qualifications should provide (in English) a comprehensive CV or an OHR application form with a one-page cover letter and references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference Number: 1365/01

Closing date for applications: January 14, 2002