

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

## **THE INDEPENDENT JUDICIAL COMMISSION**

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of the High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

## **PURPOSE AND SCOPE OF POSITION**

The Independent Judicial Commission is currently seeking qualified candidates for the position of Interpreter/Administrative Assistant. She/He will perform interpretation and translation duties for the staff of the Tuzla IJC Field Office and also provide administrative and secretarial support.

## **DUTIES AND RESPONSIBILITIES**

- Performing consecutive and simultaneous translation at meetings, conferences and seminars held throughout the area of responsibility of the Field Office;
- Performing written translations of daily correspondence as well as technical and legal documents, including regular reports;

- Preparing verbal or written summaries of documents;
- Ensuring the smooth functioning of all secretarial tasks in the Field Office, including dealing with verbal and written inquiries, maintaining records of files in accordance with the IJC system, maintaining records of incoming and outgoing correspondence, and assisting the other staff of the Field Office as appropriate;
- Maintaining administrative records, under the supervision of the Head of Field Office;

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Demonstrated proficiency in the English language;
- Graduate degree may be substituted for work experience;
- Professional experience of at least 2 years as translator/interpreter is essential, preferably with the international community and involving legal issues;
- Experience of carrying out secretarial and administrative tasks;
- Proficiency in computer literacy essential (Windows environment and Internet facilities);
- Ability to work unsupervised, and to be a self starter;
- Flexibility and ability to cope with stress and long working hours;
- Team work oriented attitude;
- Ability and willingness to travel within B&H.

Any personnel with the above qualifications should provide (in English) a CV with one-page cover letter including 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: 2002/248**

**Closing date for applications: 29 August 2002**

Only short listed candidates will be contacted and advised of exact dates of duration of contracts.