INTERPRETER/ADMINISTRATIVE ASSISTANT TO THE BROADCASTING AGENT – MEDIA DEVELOPMENT

PURPOSE AND SCOPE OF THE POSITION

The incumbent will work under the direct supervision of the Broadcasting Agent. Interpreter/administrative assistant will provide assistance both at the Media Centre, Sarajevo and at other locations throughout B&H as required. The assistant will work with other members of the PBS Project team, as designated by the Broadcasting Agent.

DUTIES AND RESPONSIBILITIES

· Consecutive verbal translation at meetings, discussions and conferences;

· Translation of documents and letters;

· Preparation of documents for meetings;

· Recording and drafting minutes of meetings as required;

· Providing all general administrative assistance;

· Any other duties as requested by the Broadcasting Agent.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Completed secondary education;

· Excellent oral and written English and local language skills;

·   Solid translation and interpretation skills;

·   Minimum two years of related experience, preferably with international organization;

·   Good communication and public relation skills; tact in all dealings;

·   Experience and ability to work under pressure and within limited timeframes;

·   Must be willing to accept challenging working conditions and limited communications;

·   Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;

·   Computer skills to include Windows environment, Microsoft Word, Excel, Access or equivalent software programs.

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

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

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

Please quote Reference No. 2002/243

Closing date for applications*: 22 August 2002*

No telephone enquiries please

Only short listed candidates will be contacted