

INTERPRETER/ASSISTANT

Duty station: Bihac

Contract type: National

Grade: 6

PURPOSE AND SCOPE OF THE POSITION

The incumbent will provide political advice and assistance on Unsko-Sanski Canton to Bihac HoO and OHR Banja Luka Head of Political Section, and to other Sections within OHR Banja Luka.

DUTIES AND RESPONSIBILITIES

General:

- Provide political advice and assistance to OHR Sarajevo Political Department;
- Accompany OHR Bihac HoO and/or other political advisor to meetings with Unsko -Sanski canton politicians and government officials at all levels of government in order to translate, take notes, write memoranda for record;
- Attend and monitor the Unsko – Sanski Cantonal Assembly sessions, analyze and write reports;
- Follow up on Unsko – Sanski Canton Government meetings/sessions;
- Attend, analyze and report on Unsko – Sanski Canton political parties congresses and meetings;
- Attend and monitor Unsko – Sanski Canton political parties news conferences;
- Coordinate OHR Bihac requests for Unsko – Sanski Canton Government and Cantonal Assembly documents;
- Interpret for OHR Bihac HoO;
- Translate, analyze and summarize articles/letters/documents for OHR Bihac

HoO;

- Coordinate with OHR Banja Luka Media Section monitoring and analysis of political issues;
- Maintain contacts with ministries, local authorities and political parties;
- Schedule, coordinate, organize and attend meetings for OHR Bihac.

Specific Duties:

- Maintain OHR Bihac files and reference documents;
- Maintain working relationship with Unsko – Sanski Canton administrative staff and officials;
- Coordinate OHR Bihac administrative, financial, and procurement issues with OHR Banja Luka Head of Administration;
- Coordinate with international organizations in Unsko – Sanski Canton;
- Coordinate OHR Bihac legal issues with OHR Banja Luka Head of Legal;
- Maintain quarterly Unsko – Sanski Canton political calendar;
- Maintain Unsko – Sanski Canton “living” briefing book (e.g., lists of officials, contact information on political parties and government offices, biographies, etc.);
- Any and all other related duties required for the completion of work.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Graduate degree may be substituted for work experience;
- Professional experience of at least 3 years as translator/interpreter with the international community and involving political issues;
- Experience of carrying out secretarial and administrative tasks;

- Computer literacy;
- Ability to work unsupervised, and to be a self starter;
- Flexibility and ability to cope with stress and long working hours;
- Ability and willingness to travel within BiH.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2003/107

Closing date for applications: 4 April 2003