

Interpreter/Assistant - Legal Department

PURPOSE AND SCOPE OF THE POSITION

Interpreter/Assistant will perform written translations and oral interpretation and provide administrative support to the Legal Section. The selected candidate will work under the general supervision of the Deputy High Representative and Head of Legal Affairs Department and under the direct supervision of the Head of Legal Section.

DUTIES AND RESPONSIBILITIES

1. Produces written translations with a high level of accuracy that capture the specific nature of legal documents. This requires a high level of skills and a large working vocabulary;
2. Performs oral interpretation pursuant to Section functions including interpretation on behalf of Section members during deliberations of highly confidential nature and on behalf of officials of international and national bodies at Section functions;
1. Interprets in front of high level legal panels and in public *fora* including electronic media;
1. Administers office operations, is responsible for office supply needs, arranges travel itinerary and official

functions of the Section's members;

1. Supervises dissemination of the Section's correspondence, including service of the correspondence via e-mail, fax and regular mail;

1. Schedules meetings for the members of the Section;

2. Maintains archives of legal documents and translations;

1. Drafts letters and conducts meetings with local officials in preparation or in support of official Section functions;

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University Degree in English Language studies advantage
- At least three years of relevant experience
- Good communication skills
- Computer literacy
- Ability to work in a stressful environment and long hours
- Willingness to work with people from various 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, 54000 Brcko

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

Please quote Reference No. 304/01