

Interpreter/Assistant – Return and Reconstruction Task Force Department

PURPOSE AND SCOPE OF THE POSITION

The RRTF Office in Zvornik is currently seeking a qualified candidate for the position of RRTF Interpreter/Assistant to provide translating and field support for the RRTF Officer. The incumbent will work under the general supervision of Head of Regional RRTF Tuzla and the direct supervision of the Zvornik RRTF Officer.

DUTIES AND RESPONSIBILITIES

- Assist RRTF in organizing meetings, getting general info from the DPs, organizations, municipal officials and other people of interest to the programs. Compile charts and maps;
- Interpret in various meetings that cover broad subject areas;
- Maintain required archives of translated documents;
- Provide general administrative support in terms of arranging meetings and agendas;
- Represent RRTF Officer in meetings, hand-over ceremonies and gathering during both the RRTF Officers absence or inability to attend;
- Responsible for office administration;
- Duty Driving as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Excellent spoken and written English;
- Minimum of one year of work experience in a similar position essential;
- Understanding of IC interests and policies;
- Excellent computer skills;
- Ability to work in a team as well as unsupervised;
- Ability to work with people from various cultural backgrounds;
- Valid Drivers License for 4X4 vehicles.

Any personnel with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771

E-mail: application@ohr.int

Closing date for applications: June 14, 2002

Only short-listed candidates will be contacted

No telephone enquiries please