

# INTERPRETER/INTERPRETER'S SECTION COORDINATOR

**DUTY STATION:** Brčko

**GRADE:** 7

**CONTRACT TYPE:** National (fixed-term)

## **PURPOSE AND SCOPE OF POSITION:**

Purpose of the position is to provide Interpreting and translating support for the various departments in OHR Brčko. The scope involves translation of various documents, providing translation support in various meetings, and carrying out tasks as supplied by the supervisor. Given the nature of work, strong teamwork, co-ordination, and attention to detail is required.

## **DUTIES AND RESPONSIBILITIES:**

- Coordinate the daily activities of the translation section in OHR North.
- Schedule staff planning on daily basis, ensure accuracy of translation of pool staff and distribute work to be translated.
- Schedule and monitor Interpreter's Section ensuring balanced tasking (simultaneous and documents translation) for each interpreter and keep complete staff related records.
- Provide written translations with a high level of accuracy that captures the specific nature of the document. This requires a high level of skill and therefore a large working vocabulary is required.
- Interpret in various meetings that cover broad subject areas.

- Ability to translate in front of large audience and in the public forum (i.e radio/TV interviews, press conferences).
- Maintain required archives of translated documents.
- An interpreter is required to make the continuous investment in skills required to carry these basic tasks.
- Provide general administrative support in terms of arranging meetings and agendas.
- Undertake any other duties as directed.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University Degree in English Language studies required.
- Minimum of one year of work experience in a similar position essential.
- Excellent computer skills.
- Ability to work in a team as well as unsupervised.
- Strong organizational skills.
- Flexibility and ability to work under stress and to work long hours.
- Ability to work with people from various cultural backgrounds.

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

***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](mailto:application@ohr.int)***

***Reference number: 2006/042 must be quoted  
Closing date for applications: 8 May 2006***

***Only short-listed candidates will be contacted  
No telephone inquiries please***