

# **INTERPRETER/OFFICE ASSISTANT ;RETURN AND RECONSTRUCTION TASK FORCE (RRTF) DEPARTMENT;OHR DOBOJ**

## **PURPOSE AND SCOPE OF THE POSITION**

The incumbent will be responsible for interpretation and translation for the RRTF F0 and Special Envoy (SE), as required and carrying out administrative tasks. Given the nature of work, strong teamwork, co-ordination, and attention to detail are required.

## **DUTIES AND RESPONSIBILITIES**

- Assist RRTF F0/SE in organising meetings, acquiring information from DPs, organisations, Municipal officials and other groups of interest to RRTF as well as compilation of charts and maps;
- Review and report on all forms of daily and weekly media of interest to the RRTF F0/SE programs;
- Implement and develop projects as requested by the RRTF F0;
- Attend meetings and take the minutes as required by RRTF F0;
- Perform various administrative duties as required;
- Interpretation and translation for OHR Sarajevo and some other IOs (OSCE, UNHCR), when required;
- All other related duties as assigned by their supervisors.

## **REQUIREMENTS**

- University degree is an advantage, but not a must;
- Minimum of one year work experience as translator/interpreter essential;
- Previous work experience with international organizations preferred;
- Excellent written and spoken English;
- Computer literacy;
- Superior administrative and organizational skills;
- Excellent communication skills;
- Ability to work with people from different cultural backgrounds.

Any personnel with the above qualifications should provide a CV (in English) with

one-page cover letter and references to the following:

**OHR**

**Brcko**

**Musala bb, 76100 Brcko**

**Fax: +387 (0)49 205 560**

**E-mail: [chris.fay@ohr.int](mailto:chris.fay@ohr.int)**

**Please quote Reference No. 2002/200**

**Closing date for applications: July 29, 2002**

**Only short-listed candidates will be contacted**

**No telephone enquiries please**