Interpreter/Secretary – Independent Judicial Commission

INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina (BiH). It provides opinions and advice to Ministries of Justice, judges, prosecutors, court administrators and members of the international community regarding the process of judicial reform and the promotion of the rule of law, and serves as a focal point for international assistance to judicial reform initiatives. The IJC also has the power to intervene in the processes of entity and cantonal commissions/councils responsible for selecting and disciplining judges and prosecutors, and for monitoring the one-time professional review process. The IJC field offices are located in Banja Luka, Bihac, Brcko, Mostar, Sarajevo and Tuzla. The IJC currently has an opening for an interpreter/secretary for the Brcko Office.

PURPOSE AND SCOPE OF THE POSITION

The incumbent will perform interpretation and translation duties for the staff of the Brcko Office and also provide administrative and secretarial support. He/she will work under the direct supervision of the Head of Field Office.

DUTIES AND RESPONSIBILITIES

1. Performing consecutive and simultaneous translation at meetings, conferences and seminars held throughout the area of responsibility of the Brcko Office.

2. Performing written translations of daily correspondence as well as technical and legal documents, including regular reports.

1. Preparing verbal or written summaries of documents.

1. Ensuring the smooth functioning of all secretarial tasks in the Office, including dealing with verbal and written inquiries, maintaining records of complaints in accordance with the IJC system, maintaining records of incoming and outgoing correspondence, and assisting the other staff of the Brcko Office as appropriate.

1. Maintaining administrative records, under the supervision of the Administrative and Finance Officer

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University qualifications with major in English language studies or related field

2. Professional experience of at least two years as translator/interpreter is essential, preferably with the international community and involving legal issues

3. Experience of carrying out secretarial and administrative tasks

1. Proficiency in computer literacy essential (Windows environment and Internet facilities)

2. Self starter and ability to work unsupervised

1. Flexibility and ability to cope with stress and long working hours

2. Team work oriented attitude

Any person 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:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

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

Please quote Reference No: 1351/01

Closing date for applications: December 19, 2001

Only short-listed candidates will be contacted

No telephone enquiries please