

# LEGAL INTERPRETER

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

**GRADE:** 7

## **Purpose and Scope of the Position;**

The primary purpose of the position is to ensure that the Legal Department experts, i.e. legal officers and the Head and Deputy Head, have at all times a dedicated assistant for specialised interpreting and translating primarily in the legal as well as economic and political areas.

The position requires resourcefulness and self-confidence in verbal and written translation in order to deal with the above-related issues promptly and effectively. It is intended to enable the legal officers to communicate and interact with the BiH environment in pursuit of their duties. Given the nature of work, strong teamwork, co-ordination, and attention to detail are required.

## **Duties and Responsibilities;**

- Performing consecutive and simultaneous translation at ministerial, legislative, institutional, judicial and prosecutorial meetings and other related forums held throughout the area of responsibility of the Department;
- Performing written translations of laws, bylaws and other regulations, legal opinions, comments, decisions, agreements, daily incoming and outgoing correspondence as well as minutes of various meetings;
- Preparing verbal or written summaries of documents;
- Proofreading of various legislation for consolidation in

the Legal Department database;

- Providing co-operation with and assistance to the fellow colleague(s) in the Legal Translator Pool.

### **Professional Requirements / Qualifications;**

- A university degree preferable and high level of linguistic skills both verbal and written required;
- Minimum of 5 years of relevant experience with international organisations required;
- Co-ordination with other departments in all topics related to the rule of law in Bosnia and Herzegovina;
- High level of knowledge of legal, economic and political environment required;
- Computer literacy essential;
- Flexibility and ability to cope with stress and long working hours;
- Team-work oriented attitude.

**Any person with the above qualifications should provide (in English) a CV 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: 2006/076 must be quoted  
Closing date for applications: 05 October 2006***

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