

LEGAL INTERPRETER

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Provides specialist translation, both oral and written, for the Head of the Legal Department and Legal Officers as well as for the other OHR Departments as required.

DUTIES AND RESPONSIBILITIES:

- Consecutive (verbal) and “chuchotage” translation for the Head of the Department, Legal Officers and Legal Counsels, as well as for the Deputy High Representatives when chairing or participating at the meetings of the Department involving international/local officials (state and entity level: ministers, deputy ministers, presidents of courts, judges, legal experts, prime ministers, etc.)
- Ad-hoc interpretation during the day: telephone conversations, short meetings etc.
- Written translation of legal documents (High Representative’s decisions, laws, agreements, MOUs, legal opinions, basic documents, correspondence etc).
- Consolidation of legal texts (amending texts, comparison of gazetted versions of laws with adopted versions, preparation of legal texts for the Legal Data Base, etc...)
- Preparing verbal/written summaries of long documents, when requested.
- Written translation of other documents (technical,

political, legal, financial, economic etc.) and of incoming and outgoing daily correspondence;

- Other tasks as assigned by the Head of the Department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University Degree, English Language and Literature;
- Professional experience of at least 2 years as translator/interpreter is essential, preferably with the international community and involving legal issues;
- Computer literacy essential;
- Flexibility and ability to cope with stress and long working hours when necessary;
- Teamwork oriented attitude.

Any personnel 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

application@ohr.int

E-mail:

Reference number: 2004/690 must be quoted

Closing date for applications: 13 January 2005

Only short-listed candidates will be contacted

No telephone inquiries please