

# **Office Assistant/Interpreter – Special Envoys Department**

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

The selected candidate will perform translating and interpreting duties for the Special Envoy as well as provide administrative support as requested. He/she will work under the general and direct supervision of Special Envoy in Dobož.

## **DUTIES AND RESPONSIBILITIES**

- Assisting the Special Envoy by organising meetings, performing interpreting and translation duties, taking minutes as and when required. This will include perusal of daily and weekly print media for items of relevance to the Special Envoy programme. Duties will also include monitoring of local radio/TV programmes.
- Assessing the need for stationery, equipment and furniture and controlling the hand-over procedures of OHR Office Dobož. Will be responsible for control of the impress fund ensuring the monthly expense forms are submitted on time to Brcko OHR administration. Will compile maps and graphics.
- Addressing telephone and walk in enquiries for both the Special Envoy and RRTF programmes.
- Taking care of the filing of documents and correspondence of OHR Dobož Office, presenting incoming mail to Special Envoy and forwarding outgoing correspondence as required.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- University degree in English language

- Previous experience of one year in a similar role with international organizations preferred
- Excellent computer skills
- Proven organizational skills, attention to detail, strong team player

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

**Administration Manager**

**OHR Brcko**

**Obiliceva bb, 54000 Brcko**

**Fax: +387 54 205 560**

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

**Please quote Reference No. 2002/088**

**Closing date for applications: 26 April 2002**

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

***No telephone inquiries please***