

PROJECT ASSISTANT / INTERPRETER

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 6

PURPOSE AND SCOPE OF POSITION

The purpose of the position is to provide the Rule of Law Department with project-oriented organisational, administrative and logistical support as well as translation and interpretation services to ensure the success of the police restructuring effort. The scope of the position will entail extensive responsibilities in meeting tight deadlines and producing high quality work, as well as possible travel within BiH and the region.

DUTIES AND RESPONSIBILITIES

The person selected will be responsible for:

- Perform organizational, administrative, and logistical tasks for the Police Restructuring Unit;
- Maintain contacts with BiH state, entity, cantonal and municipal authorities, and other civil society and non-governmental counterparts as well as international agencies;
- Monitor project developments and devise timely corrective measures in case of problems;
- Assist in the analysis of media reports related to the police restructuring process;
- Translate a wide variety of documents from English to local languages and vice versa, including technical,

political, legal, financial and economic documents and daily correspondence;

- Interpret during official meetings, conferences, and seminars;
- Prepare verbal or written summaries of documents;
- Any other duties as assigned by the Head of Special Projects Unit.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University Degree preferred
- Previous work experience with international organizations
- Flexibility and ability to cope with stress and long working hours
- Team-work oriented attitude
- Detailed familiarity with the political climate in BiH and the region
- Superior communication skills

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
application@ohr.int

E-mail:

Reference number: 2005/052 must be quoted
Closing date for applications: 20 March 2005

Only short-listed candidates will be contacted

inquiries please

No telephone