SENIOR INTERPRETER

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs.

PURPOSE AND SCOPE OF POSITION

The IJC in Sarajevo is currently seeking a qualified candidate

for the position of Senior Interpreter. The person will be responsible for ensuring the smooth operation of the IJC with respect to both administrative and finance matters.

Under the general supervision of the IJC Director, and the direct supervision of the IJC Head of Administration and Finance Department, Senior Interpreter is responsible for, but not necessarily limited to, the following assigned duties:

DUTIES AND RESPONSIBILITIES

· Simultaneous translation (from a booth) at TV interviews, conferences, seminars and high level meetings that require immediate translation, using headphones and microphones and other necessary equipment when requested;

· Consecutive (verbal) and 'chuchotage' interpretation at conferences, seminars and meetings, during TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials;

· Written translations of technical, political, legal, financial and economic documents and daily correspondence;

· Preparation of verbal or written summaries of documents;

· Taking minutes at meetings as required;

· Performing any other administration duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University degree with major in English language studies;

· Professional experience of at least 3 years as translator/interpreter is essential, preferably with the

international community;

· Computer literacy;

· Flexibility and ability to cope with stress and long working hours;

· Team work oriented attitude;

· Willingness to work with people from various cultural backgrounds.

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

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Reference number: 2003/406 must be quoted
Closing date for applications: 30 September 2003

Only short listed candidates will be contacted
No telephone inquiries please