

Senior Interpreter-Personnel Department

PURPOSE AND SCOPE OF POSITION

Senior Interpreter will, as part of the team of professionals, perform translation and interpretation duties for the Head of Office and Deputy High Representative as well as other Department Heads within the OHR South. He/she will work under the general supervision of Director of Personnel and under the direct supervision of the Administration Manager.

DUTIES AND RESPONSIBILITIES

1. 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.

1. Written translations of all incoming and outgoing correspondence for the Head of Office as well as technical, political, legal, financial and economic documents and daily correspondence

2. Preparation of verbal or written summaries of documents

1. Take minutes at meetings as required

2. Perform any other administration duties as required
3. Perform the same duties in sub-offices as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University degree with major in English language studies
2. Professional experience of at least 3 years as translator/interpreter is essential, preferably with the international community
3. Computer literacy
4. Flexibility and ability to cope with stress and long working hours
5. Team work oriented attitude
6. 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 and references to the following:

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614 E-mail: application@ohr.int

Please quote Reference No. 907/01