

SENIOR TRANSLATOR; ECONOMIC DEPARTMENT/BULLDOZER COMMITTEE UNIT

DUTY STATION: Sarajevo

CONTRACT: National (pending funding, 4 months appointment with possible extension)

PURPOSE AND SCOPE OF POSITION

The High Representative launched an initiative on November 12th to dismantle barriers to business growth and job creation. He called this a “bulldozer” effort, and the intention is to help businesses knock down as many roadblocks and cut as much red tape as they can to free up the economy for growth. The committee is coordinated by the OHR and is composed of USAID, World Bank, the European Commission, IMF and OHR.

The committee’s approach is to trigger a bottom-up process of identifying, solving and legislating reforms that will have an immediate impact on business growth. The aim is to deliver economic reforms in short time frame. The committee is engaged in extensive consultations with a wide range of local stakeholders, and serves as a facilitator and delivery mechanism rather than a driver. In this way the initiative aims not only to introduce important reforms, but also to empower and train local groups in advocating for change, and to establish sustainable democratic mechanisms for civic participation in government

DUTIES AND RESPONSIBILITIES

Under the general guidance of the Deputy High Representative Head of Economic Department and with the direct supervision of the Coordinator of Bulldozer Committee the Translator will be working as part of a small team of lawyers and economists specializing in economic legal amendments. As part of this team, s/he will perform translation and interpretation duties for the Bulldozer Committee, especially in relation to legal amendments submissions by local private businesses on legal aspects of, among other, business, commercial, trade, labor, tax and corporate law, with the objective of accelerating market reform and private sector development. S/he will work under the general supervision of Director of Personnel and under the direct supervision of the head of Bulldozer Committee.

Working as part of a team, the main functions of the Translator include:

- Written translations of all incoming and outgoing correspondence for the Bulldozer Committee as well as technical, political, legal, financial and economic documents and daily correspondence;
- Preparation of verbal or written summaries of documents;
- 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.
- Take minutes at meetings as required;

- Perform any other administration duties as required.

QUALIFICATIONS AND EXPERIENCE

- 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
- Fluency in English and Bosnian languages, with excellent writing skills;
- Computer literacy (word processing/spreadsheet)
- Excellent analytical capacity
- Flexibility and ability to cope with stress and long working hours, ability to deal with heavy workload
- Ability to work well with economists and lawyers
- Ability to speak in public
- Cross-cultural sensitivity and strong interpersonal skills

Any personnel with the above qualifications should provide a
CV (in English) with a

one-page cover letter and references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax : +387 (0) 33 283 771

application@ohr.int

E-mail:

Please quote Reference No. 2003/021

Closing date for applications: 31 January 2003

Only short-listed candidates will be contacted

No telephone enquiries please