

# SIMULTANEOUS INTERPRETER

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** National (Short-term)

## **PURPOSE AND SCOPE OF POSITION:**

As a part of a team of professionals, Simultaneous Interpreter translates and interprets a wide variety of written and spoken communications in English and local languages, thus facilitating communication between Police Restructuring Commission staff and non-English speaking local politicians and other officials at the highest level. Simultaneous Translator will work under the general supervision of the Commissioner and under the direct supervision of the Chief of Staff.

## **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;
- 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.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University degree with major in English language studies;
- Professional experience of at least 5 years as simultaneous 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.

Any personnel 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: 2004/296 must be quoted**  
**Closing date for applications: 10 June 2004**

**Only short-listed candidates will be contacted**  
**No telephone inquiries please**

**Selected candidate is expected to start working immediately**