

# SIMULTANEOUS INTERPRETER

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** National

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

The Translation Unit of OHR Sarajevo is currently seeking a qualified candidate for the position of Simultaneous Interpreter. He/she will, as part of a team of professionals, perform translation and interpretation duties for the High Representative, Principal Deputy High Representative, Senior Deputy (Deputies) High Representative as well as other Heads of Departments within the OHR. Simultaneous Translator will work under the general supervision of the Director of Personnel and under the direct supervision of the Head of Translation Unit.

## **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 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: 2004/624 must be quoted***

***Closing date for applications: 25 December 2004***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***