

# TRANSLATOR FOR ENGLISH LANGUAGE

## RESOURCES & TRANSFORMATION/TRANSLATION UNIT

### SARAJEVO

**Duty Station:** Sarajevo

**Contract Type:** Intern (Unpaid), part-time

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

The post-holder will provide translating support within the Translation Unit of the Resources department.

#### **DUTIES AND RESPONSIBILITIES:**

- Translate letters, memos, talking-points, briefings and other documents;
- Provide administrative support when required;
- Attend internal meetings whenever possible;
- Any other duties as required.

#### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:**

- University Degree in English language;
- Excellent computer skills;
- Willingness to work with people from various cultural backgrounds;
- Excellent organizational skills;
- Ability to work in a team as well as independently and with minimal supervision;

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

***Human Resources***

**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Reference number: 2022/048**

**Closing date for applications: 20 November 2022**

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

**No telephone inquiries please**