

Translator

Position Title: Translator

Department/Work Unit: Resources department/Translation

General and Direct Supervisor: Simultaneous Interpreter (Coordinator)

Duty Station: Sarajevo

Contract Type: Unpaid Intern (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;
- Mature judgement.

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

***Reference number: 2019/007 must be quoted
Closing date for applications: 7 May 2019***

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