

TRANSLATORS/INTERPRETERS FOR THE SPECIAL DEPARTMENT OF THE PROSECUTOR'S OFFICE OF BiH

Duty station: Sarajevo

Grade: 7

Contract type: National (two positions)

PURPOSE AND SCOPE OF THE POSITION

The selected candidates will do written and oral translation for International Prosecutors of the Special Department of the Prosecutor's Office of BiH. They will work under the general supervision of the Criminal Institutions and Prosecutorial Reform Unit (CIPRU) and under the direct supervision of the International Prosecutors of the Prosecutor's Office of BiH.

DUTIES AND RESPONSIBILITIES

- Translation of texts on legal matters, consecutive and simultaneous translation at Court hearings and during trials and any other duties to be performed by the International Prosecutors, all related to legal matters;
- Performing written translations of the necessary legislation, as well as translation of technical, legal, financial and economic documents;
- Preparing verbal or written summaries of long documents;
- All other related duties as assigned by supervisors.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- University degree with major in English language studies;
- Professional experience of at least 2 years as translator/interpreter is essential, preferably with the international community and involving legal issues;
- Computer literacy essential;
- Flexibility and ability to cope with stress and long working hours when necessary;
- Teamwork oriented attitude.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2003/409,410

Closing date for applications: 26th September 2003

Only short-listed candidates will be contacted

No telephone inquiries please