

**HQ EUFOR CIVILIAN JOB DESCRIPTION**

**PART I - ADMINISTRATIVE**

**CE POST NO:** CL DSO 305

**DATE:** 01 January 2022

**HQ/UNIT:** HQ EUFOR / COS GROUP / DIRSO / LINGUISTIC SERVICES

**DUTY LOCATION:** Sarajevo, BiH

**JOB TITLE:** Interpreter/Translator

**NATIONALITY:** National

**SERVICE:** CIV

**GRADE:** LCH-6

**PART II – CE DUTIES**

A. **POST CONTEXT:** The purpose of EUFOR Linguistic Services is to enable EUFOR to communicate with the authorities and populations in its area of responsibility and to guarantee to the Commander and his staff that this communication is effective, reliable and comprehensible to all sides. To be able to do this it employs linguists to translate and interpret from English to the local languages and vice versa. The requisite quality is achieved through the competence of the linguists and existence of a suitable organization to control their activities

B. **REPORTS TO:** Chief Linguistic Services.

C. **PRINCIPAL DUTIES**

- Under the supervision of a revisor, translates all types of texts from English to Bosnian, Croatian and Serbian, and vice versa.
- When not supervised by a revisor, translates routine correspondence and similar non-technical texts from English to Bosnian, Croatian and Serbian and vice versa.
- Interprets in liaison and consecutive modes from Bosnian, Croatian and Serbian to English and vice versa.

D. **ADDITIONAL DUTIES**

- Assists EUFOR personnel in liaising with BiH military and civilian authorities, bodies and companies.
- Assists in compiling relevant glossaries.
- Maintains a knowledge of specific and technical fields and related terminology.
- Keeps abreast of issues related to EU and EUFOR policies, as well as EUFOR's missions and activities.
- Performs other tasks as directed.

## **PART III – QUALIFICATION**

### **A. ESSENTIAL QUALIFICATIONS**

- 1. PROFESSIONAL EXPERIENCE:** Minimum three years' experience as a professional linguist.
- 2. EDUCATION/TRAINING:**
  - Higher secondary education;
  - Bosnian, Croatian or Serbian: educated mother-tongue level;
  - English: very good knowledge;
  - Ability to interpret in liaison and consecutive modes and translate at the required level of quality.
- 3. SECURITY CLEARANCE:** Certificate of No Criminal Record + HQ EUFOR Security Screening.
- 4. LANGUAGE (listening, speaking, reading, writing):**
  - English 4 4 4 4
  - Bosnian 5 5 5 5
  - Croatian 5 5 5 5
  - Serbian 5 5 5 5
- 5. STANDARD ADP KNOWLEDGE:** Proficient in all MS Office applications. Knowledge of translation and terminology management software an advantage.

### **B. DESIRABLE QUALIFICATIONS**

- 1. EDUCATIONAL AND PROFESSIONAL EXPERIENCE:**
  - University-level degree in the relevant language(s) or in another subject if education accomplished in the mandatory languages, or higher secondary education plus further training in those languages.
  - Knowledge of HQ EUFOR organization and terminology.
  - Broad and up-to-date knowledge of political, cultural, scientific and technical matters, especially as related to the former Yugoslavia.
- 2. LANGUAGE:** Good passive knowledge of language(s) other than the mandatory ones.

### **C. CIVILIAN POSTS**

- 1. PERSONAL ATTRIBUTES:** The ideal candidate will have excellent professional skills. He/she must be open to the revision process and be willing to improve his/her knowledge and skills. A team player, but must also be able to work independently and under time constraints. He/she is expected to take initiative when required and must be flexible, trustworthy and discreet.

**2. MANAGERIAL RESPONSIBILITIES:** N/A.

**3. PROFESSIONAL CONTACTS:** N/A.

**4. CONTRIBUTION TO THE OBJECTIVE:** The successful candidate will be expected to translate and interpret to a high standard, thus guaranteeing to HQ EUFOR effective and reliable communication with the peoples in its area of responsibility.

**5. WORK ENVIRONMENT:** Fast-paced, multinational, multicultural environment.

**D. REMARKS**

- A translation and interpretation test is mandatory.
- This post-holder will be part of the Linguistic Services and will report to Chief LS. Daily supervision such as supervision of leave requests and attendance records and performance evaluations will be within the DCOS CBT.

**EMPLOYMENT CONDITIONS**

The successful candidate will be offered a 12 month initial contract which may be followed by an indefinite duration contract, subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for a LCH-6 position is EURO 1,441.00 per month (exempt from local taxation).

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 4 fixed and 6 floating official holidays;
- Enrollment into the host nation social security scheme (premiums covered by NATO);

**WHO CAN APPLY?**

Internal and external candidates who are nationals or legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the application form available on our website <http://www.euforbih.org/index.php/vacancies-a>

Documents should be submitted by email to: [vacancies@eufor.europa.eu](mailto:vacancies@eufor.europa.eu)