



EPTISA Regional Office for Southeast Europe

Interpreter/Translator

EPTISA (www.eptisa.com) is the leading consulting and engineering group from Spain with more than 2,100 permanent employees worldwide, over 210 million euro revenue per year and over 180 projects implemented in more than 40 countries around the world.

EPTISA Regional Office for South East Europe (www.eptisasee.com) co-ordinates all the managerial, commercial and technical activities of EPTISA in the whole Western Balkans. The office is specialised in the provision of technical assistance services to public institutions (mainly though IFI-funded projects) in all the IPA countries, including Bosnia and Herzegovina where EPTISA has been constantly working since 1999. As a result, and after being awarded with a new EU-funded project, the company has decided to establish a permanent structure in the country and needs to cover the following positions:

Full-time Interpreter / Translator (Ref. 2: Interpreter)

Expected starting date:

November 2010

Duration:

24 months with initial probation period of two months. The successful completion of this contract will lead to a permanent position within the imminent EPTISA Bosnia and Herzegovina.

Place of employment:

Base of operations will be Sarajevo but travelling within selected municipalities in Bosnia and Herzegovina will be required.

Tasks:

- Interpreting meetings and other oral conversation from English to local languages and vice versa;
- Accompanying the experts of the project on meetings where translation and interpretation would be needed and required;
- Translating different documents including regulations, training materials, information materials and other written materials from English to local languages and vice versa;
- Proofreading of English and local languages documents;
- Drafting of written materials in relation to the project in English and/or local languages.

Requirements:

- Adequate university degree (i.e. English language and literature) is required. Attended professional training or courses related to interpretation and translation will be considered an advantage;
- Fluency in English language is a must. Certificate such as IELTS, TOEFL is a must
- Fluency in other languages (mainly Spanish) would be considered an asset;
- Proven experience in performing interpretation and translation tasks. Knowledge of EU and other International Financing Institutions terminology and jargon will be considered an advantage;
- Experience in implementation and management of EU-funded projects or other International Financing Institutions-funded projects in the capacity of Interpreter / Translator will be an advantage;
- Outstanding command of MS Office;
- Excellent interpersonal and communication skills;
- Ability to meet deadlines and to deliver high-quality outputs at short notice.

Please submit your application (cover letter and resume in English, indicating the position reference), as well as your salary expectations, to the following e-mail: bpetak@eptisa.com. Deadline for submitting applications: 15.10.2010 (Ref. 2) .

We regret that only shortlisted candidates will be contacted.

Lokacija: Sarajevo
Datum objave: 01. Oct 2010.
Datum isteka: 17. Oct 2010.