

# **POLITICAL ASSISTANT**

**BANJA LUKA REGIONAL OFFICE/POLITICAL SECTION**

**BANJA LUKA**

**Duty Station:** Banja Luka

**Contract Type:** Intern

## **PURPOSE AND SCOPE OF POSITION**

The post holder will work on a range of substantive issues targeted to ensure effective support of broader activities of the Banja Luka Regional Office.

## **DUTIES AND RESPONSIBILITIES**

- Research, gathering of information and analysis of political developments related to OHR mandate;
- Ensuring follow-up to initiatives undertaken by the BLRO Political Section;
- Producing reports of meetings, drafting correspondence;
- General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support;
- Any other duties as required.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree, preferable in political science;
- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina;
- Excellent spoken and written English;
- Communication skills in local language(BHS);
- General communication skills are essential;
- Confidentiality;
- Excellent organizational skills;
- Excellent computer skills;

- Very good interpersonal skills to interact with both international and local experts;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- 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  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
Fax: +387 (0) 33 283 771  
E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number: 2015-005***

***Closing date for applications: 24 April 2015***

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

***No telephone inquiries please***