

# PERSONAL ASSISTANT TO SENIOR DEPUTY HIGH REPRESENTATIVE

VACANCY NOTICE

## PERSONAL ASSISTANT TO SENIOR DEPUTY HIGH REPRESENTATIVE

SDHR

### OFFICE OF THE HIGH REPRESENTATIVE

**DUTY STATION:** Sarajevo

**CONTRACT:** National (August 1st 2003 – May 31st 2004 with possible renewal after that date, depending funding.)

#### PURPOSE AND SCOPE OF THE POSITION

The Cabinet of the Senior Deputy High Representative of the OHR Rule of Law Pillar in Sarajevo is currently seeking a qualified candidate for the position of Personal Assistant to the Senior Deputy High Representative. The work of the Personal Assistant will primarily focus on issues pertaining to all aspects of the OHR Rule of Law and Judicial Reform Program under one section. The Pillar contains the following elements: Anti Crime and Corruption Unit (ACCU), Legal Reform Unit (LRU), Independent Judicial Commission (IJC), Criminal Institutions and Prosecutorial Reform Unit, Co-ordination and tracking unit which will include Rule of Law Task Force, Training and Capacity Building co-ordination, Co-ordinator for the Public Outreach/Media Program and Co-ordination function with IPTF and the follow on EU Police Mission.

Work content will include:

- Monitoring and reporting on various issues concerning Rule of Law and Judicial Reform Program
- Research
- Writing and translation
- Administration.

## **DUTIES AND RESPONSIBILITIES**

### **Monitoring and Reporting**

- Monitoring the work of the Rule of Law Pillar and keeping the SDHR, Deputy High Representative and Political Advisor informed about all issues and developments concerning the same.
- Attending meetings and sessions as required by the SDHR or his Political Advisor and reporting their nature and content.

### **Research**

- Researching data necessary for the work of the SDHR and his Political Advisor. This may include information such as names, figures, provisions, rules, and opinions. In conducting his or her research, the Personal Assistant will consult not only with the OHR's offices and resources but external ones as well.

### **Writing and Translation**

- Drafting letters, texts, and documents and developing charts and tables for the needs of the SDHR and his Political Advisor;
- Taking minutes in meetings as requested by the SDHR or his Political Advisor;
- Translating documents, letters, and press articles

for the SDHR Cabinet when it is not possible for the Translator Pool to do so;

- Interpreting telephone conversations with representatives of local authorities when it is not possible for the Translators Pool to do so.

### **Administrative**

- Organising meetings and visits with local authorities;
- Preparing materials and personal files for the SDHR and his Political Advisors.

*In the absence of the SDHR's Personal Assistant, the incumbent will also be responsible for:*

- Maintaining the SDHR schedule and archive
- Making hotel, airline, restaurant reservations
- Attending to the Cabinet's supplies by making requests to the OHR's General Services Department
- Preparing requests for transport, conference rooms and interpreters
- All other related duties as assigned by their SDHR, Deputy or Political Advisor

### **PROFESSIONAL REQUIREMENTS**

- University degree in the political and/or social sciences or related field;
- Excellent English and French oral and writing skills;
- Minimum of one year of work experience in a similar role;
- Knowledge of the BiH political climate, relevant domestic institutions, and particularly issues pertaining to

the functioning of the country's Common Institutions;

- Computer literacy Microsoft Office 2000 package;
- Excellent communication and diplomacy skills;
- Ability to take initiative and work independently;
- Ability to work with people of diverse cultural backgrounds and commitment to peace implementation in Bosnia-Herzegovina.

Any personnel with the above qualifications should provide a  
CV (in English) with a

one-page cover letter and references to:

***Personnel Department***

***OHR Sarajevo***

***Emerika Bluma 1, 71000 Sarajevo***

***Fax : +387 (0) 33 283 771***

***E-mail:***

***[application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2003/263***

***Closing date for applications: 22 August, 2003***

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

***No telephone enquiries please***