

LEGAL ASSISTANT

ADMINISTRATIVE

DUTY STATION: Sarajevo

CONTRACT: National

GRADE: 4

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative assistance to the lawyers in the Legal Reform Unit including the Deputy Head, and act as departmental liaison. He/she will work under the general supervision of the Head of Legal Reform Unit and under the direct supervision of the Deputy Head.

DUTIES AND RESPONSIBILITIES

- **Managing schedule co-ordination for Legal Reform Unit facilities;**
- **Co-ordinating work schedules, travel and appointments for Legal Reform Unit members, as requested;**
- **Maintaining operational contact and co-ordination within and outside the OHR with persons and organisations involved in the work of the Legal Reform Unit;**
- **Attending meetings and other official functions, as directed by the Head of Legal Reform Unit and his Deputy, as an administrative representative of the Legal Reform Unit;**
- **Preparing official correspondence;**
- **Participating in the planning and co-ordination of file and record management within the Legal Reform Unit;**
- **Maintaining administrative supply stocks for the Legal Reform Unit;**
- **Working closely with other executive secretaries and assistants in administrative matters, as needed;**

- Performing other administrative duties in or on behalf of the Legal Reform Unit as required.

PROFESSIONAL QUALIFICATIONS/REQUIREMENTS

- **Completed Secondary Education;**
- Minimum of two years of work experience in a similar role requested preferably with the international institutions;
- **Excellent written and spoken English;**
- **Excellent communication skills;**
- **Excellent computer skills;**
- **Ability to work in a team as well as unsupervised.**

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2003/085

Closing date for applications: 10 April 2003