

Media Monitor – Press Office, Media Monitoring Group

PURPOSE AND SCOPE OF THE POSITION

The main responsibility of the OHR South Media Monitor is to keep the OHR informed about the content and tone of the coverage of the Croatian/Herzegovina media in and on Bosnia and Herzegovina and the region, paying particular attention to items that relate to the OHR and its activities. The incumbent will work under the general supervision of the Head of the OHR Press Office based in Sarajevo and the direct supervision of the OHR South Head of Public Affairs.

DUTIES AND RESPONSIBILITIES

1. Produce in writing and present a daily media briefing to OHR South Public Affairs (or the entire office, when requested), informing them of the relevant stories in the press. This briefing is to include reports of the BiH print and electronic media as well as local and international news agencies and newspapers.
1. Monitor the local print and electronic media published/broadcast/distributed in the Mostar and Herzegovina region, as well as local and international news agencies (ONASA, SRNA, etc.) throughout the day and alert the OHR South Head of Public Affairs and OHR South officials dealing with the particular issue to important reports.

1. Summarise and/or translate and distribute to the relevant OHR South departments and officials local news reports as required.
1. Produce analyses and summaries of the media coverage of a specific topic when requested.
1. Produce assessments of the tone and characteristics of the coverage of a specific media outlet when requested.
1. Correct wrong media reports as necessary in conjunction with a spokesperson.
1. Produce occasional transcripts of important press conferences/statements/interviews as required.
1. Liaise closely with the media monitors in OHR Sarajevo and OHR's regional offices and with other international organisations in the region (OSCE, UNMIBH, SFOR, etc.).
1. Assist the OHR South Head of Public Affairs with in-house research.
1. Assist with translating and interpreting when necessary.

1. Carry out any other duties as required by the OHR South Head of Public Affairs.
1. Cover for other Media Monitors & the OHR South Press Office Assistant in their absence.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree is an advantage, but not a must
- Excellent command of oral and written English
- Political awareness
- Ability to work under pressure
- Working experience, preferably in the field of media/journalism

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

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614 E-mail: application@ohr.int

Please quote Reference No. 2003/025

Closing date for applications: February 6, 2002

Only short-listed candidates will be contacted

No telephone enquiries please