Community Development Assistant – Front Office

PURPOSE AND SCOPE OF THE POSITION

Community Development Assistant will support activities undertaken in the field of community development (promoting the empowerment of citizens groups and their interaction with the Brcko District institutions) according to the duties and responsibilities described below. He/she will work under the general supervision of Head of OHR-North and under the direct supervision of the Community Development Officer, Front Office Brcko North.

DUTIES AND RESPONSIBILITIES

1. Research, gathering of information and analysis in support of the activities of the Community Development Officer

2. Relaying information (substantive and other) between the Community Development Officer and relevant local and international partners/contacts

3. Ensuring follow-up to initiatives undertaken by the Community Development Officer in cooperation with local and international partners

1. Translation of documents and correspondence

2. Producing reports of meetings, drafting correspondence

1. Consecutive interpretation in meetings

2. General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completed Secondary Education

2. Previous work experience in a similar role requested

3. Thorough understanding of the political and social situation in the District

4. Established contacts with local authorities and local non-governmental organizations is an advantage

5. Solid translation and interpretation skills

6. Excellent spoken and written English

7. Computer literacy

8. Ability to work under pressure

1. Willingness to work with people from various cultural backgrounds

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 Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 122/01