

# Political Assistant (BLR0)

**Position Title: Political Assistant**

**Department / Work Unit: Banja Luka R0/ Political Section**

**General and Direct Supervisor: DHR and Head of BLR0**

**Duty Station: Banja Luka**

**Contract Type: Intern (Unpaid)**

## **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 BLR0 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  
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)***

***Closing date for applications: 10 April 2016***

***Only short-listed candidates will be contacted  
No telephone inquiries please***