

CABINET ASSISTANT

PRINCIPAL DEPUTY HIGH REPRESENTATIVE'S CABINET

SARAJEVO

Duty Station: Sarajevo

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 Cabinet of the Principal Deputy High Representative.

DUTIES AND RESPONSIBILITIES

- Research, gathering of information and analysis of political developments related to PDHR/Supervisor scope of activities;
- Tasks production of talking point, speeches, remarks, and other written products for use by the HR and PDHR, as directed by the PDHR HoC;
- Ensures timely completion of briefing materials for the HR and PDHR;
- 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 Bosnia and Herzegovina;
- Native-level oral and written English language skills;
- 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 of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int***

***Reference number: 2022/052
Closing date for applications: 20 November 2022***

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