

# **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](mailto: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**