

# **ARCHIVE ASSISTANT**

## **RESOURCES & TRANSFORMATION DEPARTMENT**

### **SARAJEVO**

**Duty Station:** Sarajevo

**Contract Type:** Intern (Unpaid)

#### **PURPOSE AND SCOPE OF POSITION**

Intern shall work on a range of archival issues to ensure effective support to OHR Archive in accordance with Archive and Records Management procedures.

#### **DUTIES AND RESPONSIBILITIES**

- Transfer of records to the Archive with confirmation of records lists;
- Selection, storage and destruction of records;
- Digitalization and upload of records in the A&RM database;
- Create descriptions for series of records as well as individual records;
- Enter records into database;
- Maintain organizational systems, keeping track of archived material;
- Perform any other duties as assigned by the Archive Officer.

#### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Graduate or student in social science field preferable in Information Science or Political Science;
- Knowledge of recent BiH political history and the work of OHR;
- Excellent spoken and written English and local language (BHS);
- Excellent computer skills;
- Excellent information organizational skills and attention to detail;
- Confidentiality and mature judgement;
- General communication skills are essential;
- Ability to work with people of various cultural backgrounds;
- Ability to work in a team as well as independently and with minimal supervision.

**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: 2022/049  
Closing date for applications: 20 November 2022***

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