

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***

Reference number: 2022/049

Closing date for applications: 20 November 2022

Only short-listed candidates will be contacted

No telephone inquiries please