

POLITICAL ASSISTANT

POLITICAL AND FISCAL DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: Intern (Unpaid)

PURPOSE AND SCOPE OF POSITION

The post holder will work in the Political and Fiscal department of the OHR and, as a member of the team, contribute to and support the activities of the department.

DUTIES AND RESPONSIBILITIES

- Follow the foreign and security policy of BiH, follow and report on engagement between BiH and EU, NATO, EUFOR, UN, OSCE etc;
- Follow regional politics in the Western Balkans;
- Prepare folders for relevant meetings of HR and PDHR with international actors;
- Maintain contacts with experts and CSOs in his/her AoR;
- Any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Master degree in a relevant field (such as conflict studies, political sciences, history, international relations, Slavonic studies);
- Knowledge of B/S/C; excellent language skills in English;
- Profound knowledge of the political situation in BiH, including historic background;
- General communication skills are essential;
- 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: 2022/051
Closing date for applications: 15 March 2023***

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