

EXECUTIVE ASSISTANT TO THE DHR AND HEAD OF BANJA LUKA REGIONAL OFFICE

BANJA LUKA REGIONAL OFFICE DEPARTMENT

BANJA LUKA

Duty Station: Banja Luka

Contract Type: National Contractor/Consultant (full-time)

PURPOSE AND SCOPE OF POSITION

- Purpose and scope of the position is to provide comprehensive executive assistance in the task of managing the operations of the DHR and Head of Banja Luka Regional Office. The post-holder should remain up to date on all matters related to the work of the DHR and Head of Banja Luka Regional Office to have context for handling a wide range of administrative and support tasks.
- The post holder is under the general and the direct supervision of the DHR and Head of Banja Luka RO.

DUTIES AND RESPONSIBILITIES

- Ensure adequate administrative/executive support to the DHR and Head of Banja Luka Regional Office
- Manage the DHR & Head of Banja Luka Regional Office calendar and workflow activities;
- Liaison throughout OHR with different departments on the specific tasks/issues assigned by the DHR and Head of Banja Luka Regional Office ;
- Maintain close contacts with correspondent interlocutors from International Community, EUFOR, Republika Srpska National Assembly, Government of Republika Srpska,

- political parties, associations, etc.;
- PoC for all local institutions, companies, individuals seeking a contact or assistance by the DHR & Head of Banja Luka Regional Office;
 - Prepare and oversee all protocol activities related to visits of delegations, Heads of Governments, etc.;
 - Coordinate tasks within the Banja Luka Regional Office regarding DHR and Head of Banja Luka Regional Office activities ; Scheduling programs for DHR and for visiting OHR senior staff upon the instruction of DHR and Head of Banja Luka Regional Office,
 - Deal with VIP guests/visitors to the Banja Luka RO
 - Schedule and organize meetings for DHR and Head of Banja Luka Regional Office that includes arranging driver, venue, interpreter, preparing briefing packages and documents;
 - Review and handles the DHR and Head of Banja Luka Regional Office correspondence, ensuring responses prepared, and drafting as required;
 - Read newspapers to follow up events, keeping DHR and Head of Banja Luka Regional Office informed Prepare data base and information necessary for the work of the DHR & Head of Banja Luka Regional Office as requested Maintain Banja Luka Regional Office archive;
 - Design and maintain confidential filing system for the DHR and Head of Banja Luka Regional Office;
 - Plan and organise all local and international travels for DHR and Head of Banja Luka Regional Office;
 - Any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University Degree;
- Excellent command of oral and written English;
- Strong communication skills;
- Computer literacy (Excel, Word, Access, Power Point, etc.);

- Discretion in handling confidential matters;
 - Experience in dealing with situation requiring a high degree of tact and sensitivity to political, intercultural and diplomatic relations;
 - At least 5 years of experience in a similar role;
 - Ability to work in a team as well as unsupervised;
 - Ability to work under pressure and long hours if needed
- Strong administrative & organizational experience.

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: 2023/019
Closing date for applications: 17 May 2023***

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