

# **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](mailto:application@ohr.int)***

***Reference number: 2022/051  
Closing date for applications: 12 June 2023  
Expected starting date: 8 August or later***

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