

# STAFF ASSISTANT PRINCIPAL DEPUTY HIGH REPRESENTATIVE CABINET

**Duty Station:** Sarajevo  
**Contract Type:** Intern  
(Unpaid)  
**Department:** Principal  
Deputy High Representative Cabinet

## **PURPOSE AND SCOPE OF POSITION**

The post holder will work on a range of substantive issues targeted to ensure effective support of broader activities of the OHR.

## **DUTIES AND RESPONSIBILITIES**

- Research, gathering of information and analysis of political developments related to OHR mandate;
- Ensuring follow-up to initiatives undertaken by the Political Section and Cabinet;
- Producing reports of meetings, drafting correspondence;
- General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support.
- Any other duties as required.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree, preferable in political science;
- Solid knowledge of current political, economic and

- social situation in Bosnia and Herzegovina;
- Native English speaker;
  - Communication skills in local language (BHS) is an asset;
  - General communication skills are essential;
  - Confidentiality;
  - 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: 2025/003  
Closing date for applications: 30 April 2025***

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