

# **PRESS OFFICE ASSISTANT (PRESS OFFICE)**

**Duty Station:** Sarajevo

**Contract Type:** Intern

## **PURPOSE AND SCOPE OF POSITION**

The post holder will support the press and public information activities of the OHR Press Office by researching media reports and providing general administrative assistance.

## **DUTIES AND RESPONSIBILITIES**

- Collect, research and report on analytical news pieces and interviews related to the OHR mandate;
- Monitor internet portals and social media for issues related to the OHR mandate;
- Transcribe audio-visual news pieces and assist in the translation of press material;
- Provide general administrative assistance in the OHR press office;
- Any other duties as required.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed undergraduate university degree, preferably in the social sciences or humanities;
- Solid knowledge of the current political system in Bosnia and Herzegovina, the Dayton Peace Agreement and the mandate of the OHR;
- Excellent command, both written and spoken, of English and the languages of Bosnia and Herzegovina;
- Strong analytical, research and drafting skills;
- Good communication and writing skills;
- Good organizational skills with the ability to process and classify information quickly and efficiently;
- Ability to work both independently and in a team;
- Excellent IT knowledge, familiarity with Microsoft Office and Internet applications;
- Ability to establish and maintain effective working relations with people from different backgrounds, whilst maintaining impartiality and objectivity.

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  
Fax: +387 (0) 33 283 771  
E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Reference number: 2014-034/IV  
Closing date for applications: 27 November 2014**

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