WINTER INTERNSHIP PROGRAM

Duty station: Banja Luka

Departments:Banja Luka RO/ Political Section

Contract type: Internship (unpaid), 2 positions, duration 1 – 3 months max., starting as of January 2014

PURPOSE OF THE PROGRAM:

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

DUTIES AND RESPONSIBILITIES:

· Research, gathering of information and analysis of political developments related to OHR mandate;

· Ensuring follow-up to initiatives undertaken by the BLRO Political Section;

· 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 Republika Srpska and Bosnia and Herzegovina;

· Excellent spoken and written English;

· Communication skills in local language (BHS);

· 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 judgment.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter indicating <u>the preferred department and duty station</u> 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
<u>*Closing date for applications: 18 November 2013*</u>
Only short-listed candidates will be contacted
No telephone inquiries please