WINTER INTERNSHIP PROGRAM

Duty station: Sarajevo, Banja Luka, Mostar

Departments: HR's Cabinet, Political & Economic department, Press Office, Resources department (Translation Unit, ICT Unit),

Contract type: Internship (unpaid), duration 1 – 3 months, starting in January 2013

PURPOSE OF THE PROGRAM:

Providing opportunities to young, motivated students and/or recent graduates with good academic achievements to gain some work experience during university study or after graduation and develop their skills and knowledge in the particular field of interest before entering the job market.

DUTIES AND RESPONSIBILITIES:

- Research and gathering of information and analysis of events and developments related to the OHR mandate;
- Ensuring follow-up of initiatives and other actions undertaken by the particular department;
- Producing various reports on relevant issues; drafting office correspondence;
- General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support.
- Providing general support to other coworkers within the department;
- Any other duties as required by immediate supervisor;

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- University student/University degree (preferable in Economics/Business, Law, Political or Social Sciences)

- Solid knowledge of current political, economic and social situation in Bosnia and Herzegovina;
- Excellent spoken and written English;
- Excellent communication skills are essential;
- Confidentiality; excellent organizational and computer skills;
- Ability to cope with stress and work with people of various cultural backgrounds;

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter indicating the preferred department and duty station 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

Closing date for applications: 15 November 2012
Only short-listed candidates will be contacted
No telephone inquiries please