

ADMINISTRATIVE ASSISTANT

Terms of Reference

Position Title:

**Administrative
Assistant**

Department / Work Unit:

Political

Grade:

4

General and Direct Supervisor:

Head and Deputy Head of Political Department

Duty Station:

Sarajevo

Contract Type:

National

Purpose and Scope of the Position

Administrative Assistant will provide administrative support to the Political Advisors and help Political Assistant in performing daily duties as described in the Terms of Reference.

The incumbent will work under the general supervision of the Head and Deputy Head of the Political Department and under the direct supervision of the Political Advisors. The incumbent will also work in close co-operation and co-ordination with full-time Political Assistant.

Duties and Responsibilities:

Providing administrative support to the Political Department, including:

Picking up and copying incoming documents received by the Political Department on a day – to day basis;

- Maintaining electronic lists of all incoming correspondence on a day-to-

day basis;

- Maintaining files of daily incoming and outgoing correspondence;
- Keeping track of “Action letters” requiring response from the Political Department and follow- up work;
- Maintaining office stationary;
- Handling of all departmental communications needs/ fax, telephone/;
- Helping Political Assistant in maintaining the Political Department Archives;
- Translating correspondence and documents when required;
- Other administrative tasks as required;

Professional Requirements / Qualifications:

- Completed secondary education;
- Minimum two years of relevant professional experience;
- Sound knowledge of BH political situation;
- Good command of oral and written English, and excellent communication skills;
- Ability to work with people of different cultural backgrounds;

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina***

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

***Reference number: 2009/028
Closing date for applications: 28 May 2009***

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