PUBLIC INFORMATION ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National (short-term contract, maternity replacement)

GRADE: 5

PURPOSE AND SCOPE OF POSITION

The responsibility of the Public Information Assistant is to provide support and assistance in all aspects of the work of the Public Information Manager and OHR public information operations in general.

The Public Information Assistant will work under the general supervision of the Director of Communications/Chief Spokesperson and the direct supervision of the Public Information Manager.

DUTIES AND RESPONSIBILITIES

· Assistthe Public Information Manager in managing and controlling all aspects of public information campaigns, including the planning, conceptualising and procurement of the campaigns, the monitoring and supervision of the production (including the sub-contracted elements), and the placement and distribution of the campaigns.

· Assist the Public Information Manager in liasing with all staff involved in public information, specifically the three Regional PI staff (two Media Officers, Information Officer) and PI Campaigns Officer.

· Assist the Public Information Manager in co-ordinating OHR's public information work with the activities

of other international organisations running public information campaigns, primarily EUFOR, OSCE, EUPM.

· Liaise with other OHR departments on common tasks and projects, as directed by the Public Information Manager.

· Set up meetings and manage the schedule for the Public Information Manager and her staff; taking minutes at regular PI Unit meetings and EU agencies PI coordination meetings and their distribution.

· Organize translation and proofreads all PI materials (leaflets, press advertisements, TV and radio scripts)

· Draft requests and correspondence for the Public Information Manager, follow up on submitted requests.

· Maintain the Public Information archive;

· Coordinate with Administration, Finance and Procurement Departments in everyday activities related to PI campaigns.

· Answer telephone inquiries addressed to the Head of Public Information or Campaigns Officer take and pass on messages, ensure all callers receive the service they require.

· Carry out other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University degree is an advantage, but not obligatory;

· Excellent command of oral and written English;

· Political awareness;

· Ability to work under pressure;

· Working experience, preferably in the field of media

production/journalism.

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:2005/173 must be quoted
Closing date for applications: 26 October 2005

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