

EUSR POLITICAL ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National

The EU Special Representative plays a central role in promoting overall EU political co-ordination in BiH. The EUSR is also the High Representative, and all EUSR employees will work within the Office of the High Representative.

PURPOSE AND SCOPE OF POSITION

The EUSR Political Assistant will provide administrative and linguistic support to the EUSR Political / Reporting Officer and Advisor/s, and perform requested research. The EUSR Political Assistant will work interactively with EU actors/instruments and domestic organisations and offices in BiH, keeping current on all political developments. The incumbent will work under the general supervision of the EUSR / OHR Head of the Political Department and under the direct supervision of the EUSR Political/Reporting Officer and Advisor/s

DUTIES AND RESPONSIBILITIES

Administrative

- Answering phone calls
- Organizing meetings, sessions, conferences which includes arranging interpreter, driver, venue, providing all kinds of materials necessary
- Managing e-calendars of the EUSR Political / Reporting Officer and Advisor/s
- Preparing documents/faxes for sending

- Photocopying, distribution, and filling of documents
- Other administrative duties as requested

Interpreting/Translating

- Interpreting phone calls and meetings when requested
- Translating correspondence, documents, articles, and the like

Research

- Researching and retrieving data needed for the work of the EUSR Political/Reporting Officer and Advisor/s
- Drafting documents, charts and tables for the EUSR Political/Reporting Officer and Advisor/s

Liaison

- Working closely with other EU actors/instruments on arranging meetings, sessions and conferences
- Liaise between all levels of the BH authorities and the EUSR
- Maintaining contacts with domestic and international organizations and offices regarding current political issues and developments

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed Secondary Education (University degree in Political or Social Sciences advantage)
- Minimum of 3 years of work experience in a similar position requested
- Excellent command of oral and written English and excellent communication skills

- Excellent organizational skills and ability to interact with high level management
- Computer literate with excellent knowledge of Word and Excel
- Knowledge of the BiH political situation and relevant domestic institutions
- Ability to work with people of different cultural backgrounds
- Willingness to work long hours

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
application@ohr.int

E-mail:

Reference number: 2005/053 must be quoted
Closing date for applications: 24 June 2005

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