

# EUSR PRESS OFFICE 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**

Reporting to the EUSR Media Office/Spokesperson and with general supervision of Director of Communications, the EUSR Press Office Assistant is to provide press, political and administrative assistance to the EUSR Spokesperson in the EUSR/OHR Press Office. He/She will work closely with the OHR Press Office Manager.

## **DUTIES AND RESPONSIBILITIES**

The EUSR Press Office Assistant is responsible for, but not necessarily limited to, the following duties:

- Liase with EU and OHR principals to develop and plan common tasks and projects providing input and recommendations on media requirements as related to core EUSR/OHR policy.
- Set up interviews, meetings, briefings and press conferences suggesting content and location in co-operation with spokespersons, EUSR/OHR principals and senior staff.
- Attend press conferences, interviews and public

appearances with EU Principals.

- Gather press and political information by, *inter alia*, attending press conferences, monitoring media outlets and developing direct links with journalists.

- Provide journalists with information as requested by the EUSR spokesperson, and other spokespeople in the OHR press office.

- Assist in preparation of the yearly budget request and subsequent reports, including gathering of information from field offices and the EUSR/OHR Administration and Finance Departments.

- Assist the Press Office Manager in acting as a point of contact for external press inquiries to the EUSR/OHR.
- Complete regular administrative duties within the press office as required including maintaining records, distributing information, documenting interviews and press conferences and assisting with minor translations.
- Draft letters / correct wrong media reports as required by the Director of Communications and the EUSR/OHR Spokesperson.
- To accompany EUSR/OHR Principals on trips and visits as required.
- Carry out any other duties as required.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University Degree in a relevant subject preferred

- Proven skills in the BiH media environment and excellent awareness of BiH's political environment.

- Excellent language ability in both local languages and English, a proven ability to write well in a journalistic style.

- The ability to take initiative and work as part of a

team.

- Willingness to undertake administrative duties demonstrating attention to detail.
- A sound knowledge of Information Technology.

**When on leave covered by:** Press Office Manager

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: 2005/085 must be quoted**  
**Closing date for applications: 24 June 2005**

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