

PROJECT ASSISTANT

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The purpose of the position is to provide the Rule of Law Department with project-oriented organizational, administrative and logistical support as well as translation and interpretation services to ensure the success of rule of law projects. The scope of the position will entail extensive responsibilities in meeting tight deadlines and producing high quality work, as well as possible travel within BiH and the region.

DUTIES AND RESPONSIBILITIES:

- Perform organizational, administrative, and logistical tasks for the Special Projects Unit;
- Maintain contacts with BiH state, entity, cantonal and municipal authorities, and other civil society and non-governmental counterparts as well as international agencies;
- Monitor project developments and devise timely corrective measures in case of problems;
- Assist in the analysis of media reports related to the police restructuring process;
- Prepare verbal or written summaries of documents; translate documents, letters, and interpret during phone calls, meetings as necessary;
- Any other duties as assigned by the Head of Special Projects Unit.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University Degree preferred
- Previous work experience with international organizations
- Fluency in English language
- Team-work oriented attitude
- Detailed familiarity with the political climate in BiH and the region
- Superior communication skills

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: 2005/054 must be quoted
Closing date for applications: 20 March 2005***

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