PERSONAL AND LANGUAGE ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 6 (To be determined by the reviewing panel)

DURATION OF CONTRACT: One Year

PURPOSE AND SCOPE OF POSITION

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

The War Crimes Chamber project is currently seeking a qualified candidate for the position of Personal and Language Assistant to provide administrative and translation services to the Special Advisor for Witness Protection. Fluency in Italian language is a requirement, in addition to excellent spoken and written English and Bosnian.The contract period initially will be for 2 months (until 31 December 2004) under OHR with the possibility of continuing employment once the Registry for the War Crimes Chamber project is established and operational.

DUTIES AND RESPONSIBILITIES

Administrative Support:

· Gathers, compiles and assembles information to prepare charts or reports as requested;

· Schedules appointments, arranges meetings and schedules transport when necessary;

· Takes minutes at meetings and provides summary reports;

· Answers incoming phone calls for the Special Advisor;

· Handles incoming e-mails as requested;

· Receives and coordinates correspondence and prepares official correspondence;

· Creates and maintains a filing system;

· Assists the Special Advisor with all administrative obligations;

· Works closely with other administrative staff as required;

· Performs other administrative duties as requested by the Special Advisor.

Translation:

· Translates letters, texts and documents from Bosnian or English into Italian and vice-versa;

· Translates for the Special Advisor at meetings;

· Provides brief on-the-spot written or oral translation when required;

· Interprets telephone conversations when required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University degree;

· Minimum two years experience at the national/international level in a similar-type position;

· Strong and effective administrative, logistical and organizational skills;

· Ability to work efficiently under pressure and to perform various tasks simultaneously;

· Ability to prioritize and organize the workload to complete the work in an efficient and timely manner;

· Excellent communication and diplomacy skills;

· Sense of discretion, confidentiality and flexibility;

· Excellent spoken and written Bosnian, English and Italian;

· Good computer skills;

· Ability to work independently as well as collaboratively with colleagues with varying 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: 2004/528 must be quoted
Closing date for applications: 11 October 2004

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