

# PERSONAL ASSISTANT TO THE DEPUTY HIGH REPRESENTATIVE AND HEAD OF ECONOMIC DEPARTMENT

**DUTY STATION:** Sarajevo

**GRADE:** 7

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The incumbent serves as Personal Assistant to the Deputy High Representative/Head of Economic Department, and is responsible, but not necessarily limited to the following duties:

## **DUTIES AND RESPONSIBILITIES:**

- Advise DHR / Head of Economic Department on all relevant issues and plan, coordinate and implement proper administrative procedure and methods to ensure that the DHR/Head of Economic Department fulfils his tasks and responsibilities;
- Task sections for DHR/Head of Economic Department and finalize briefings materials for meetings;
- Co-ordination of daily work of the Economic Department with the offices of the High Representative and Principle Deputy High Representative
- Review all Memos and letters for DHR/Head of Economic Department for accuracies, content, clearance and style;
- Handles, reviews and sorts e-mails and incoming

correspondence for action, importance and the need for further information for DHR/Head of Economic Department;

- Draft and issue internal departmental instructions from the DHR/ Head of Economic Department;
- Be responsible for follow up on action requests, including arranging the meetings, conference participation, travel, phone calls, for the DHR/ Head of Economic Department;
- Attend meetings and take notes as required, ensure that proper briefing materials are prepared on time and ensure follow up on agreed actions;
- Interpret high level meetings when requested by DHR/ Head of Economic Department
- Translate Letters, Decisions, MoU
- Together with the DHR/Head of Economic Department work on tasks of confidential and sensitive nature;
- Liase with other agencies and institutions as assigned;
- Perform other tasks requested by DHR/Head of Economic Department.

#### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University degree or 5 years of work experience ;
- Previous experience in International Organizations in BiH ;
- Computer literate and excellent English, both verbal and written;
- Proven administrative and organizational skills, including ability to work with international and national staff;

- Good communicative skills;
- Sense for discretion, confidentiality and flexibility;
- Strong personality;
- Mature judgment;
- Awareness and excellent knowledge of BiH political situation and environment is highly recommended;
- Ability to work under pressure and long hours;
- Ability to take initiative and work in a team.

Any personnel 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: 2004/340 must be quoted**  
**Closing date for applications: 30 June 2004**

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