

EXECUTIVE ASSISTANT

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National (Short-term)

PURPOSE AND SCOPE OF POSITION:

Ensure that all technical matters concerning the work of the Head of Department and Deputy Head of Department are arranged in order to enable the performance of their duties without hindrance.

DUTIES AND RESPONSIBILITIES:

Finance and Administration support for the HoD and DHoD including:

- § Working with and interpreting for Head and Deputy Head in meetings with local authorities and contacts;
- § Budgetary control and tracking of travel expenditures for the department;
- § Creating and maintaining the personnel database for international and national staff;
- § Providing support to department in cooperation with Personnel/ Finance/ Admin Departments;
- § Preparing, setting up and attending, if needed, meetings with the HoD and DHoD and assisting in the follow-up work, including putting together briefing materials as required and drafting of agendas/minutes/reports. Providing material and information urgently when needed on unforeseen problems and issues that arise;
- § Drafting letters for the HoD and DHoD;
- § Maintaining an effective and updated archival system;
- § Maintaining continuous and professional coverage of the HoD and DHoD Office, including arranging for other assistants to cover when absent;
- § Organizing and implementing special projects, such as: conferences, seminars, special events, etc;
- § Maintaining the HoD schedule and, in consultation with his Deputy ensures delegation of appointments and phone calls which do not require the HoD personal attention;
- § Independently making judgments and initiating actions on those issues not requiring the personal attention of the HoD and DHoD;
- § Keeping track of commitments made by the HoD and seeing to their implementation;
- § Exercising considerable judgment in interpreting methods and developing new procedures to reach goals as set forth by the HoD and DHoD;

General Duties

- Providing all relevant information and counsel to the HOD and DHOD necessary to reach decisions on matters submitted to him;
- Maintaining liaison with other departments and international organizations for coordination purposes;
- Performing ad hoc assignments as the HoD and DHoD may indicate;

- Supporting, cooperating with, and covering for departmental assistants in their absence;
- Other duties as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

§ Strong management and organizational skills;

§ Completion of secondary school and minimum of two-year experience in work with international organizations;

§ Very good interpersonal skills to interact with both international and local experts;

§ Background in management and/or business is preferred, including some understanding of budgeting systems;

§ Computer skills are an advantage, especially in dealing with databases and spreadsheets;

§ Willingness to work long hours and in a team;

§ Excellent command of oral and written English as well as Bosnian/Croatian/Serbian.

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

E-mail: application@ohr.int

Reference number: 2004/285 must be quoted

Closing date for applications: 23 May 2004

Only short-listed candidates will be contacted

No telephone inquiries please