

# Head of Regional Press Office

**DUTY STATION:** Mostar

**GRADE:** 9

**CONTRACT TYPE:** National

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

The role is to provide a general focal point in the OHR Media and Public Affairs department in the OHR South AOR. In addition, the incumbent will be the key OHR contact in the area of OHR South for the High Representative's media strategy. Under the general supervision of the Head of the OHR Press Office, and the direct supervision of the DHR Head of Regional Office South, is responsible for, but not necessarily limited to, the following assigned duties:

## **DUTIES AND RESPONSIBILITIES:**

- Work as Head of Public Affairs at the OHR Mostar, in charge of public relations and media development, alongside of an assistant and Media Monitoring group
- Be the main focal point for both local and international press for OHR South. This includes but is not limited to: acting as OHR Spokesman at press briefings and giving interviews to print or broadcast media as required, drafting press releases for distribution to the press, providing background briefings to journalists, organising press arrangements for visits by Principals and/or other VIPs.

- Closely coordinate with the DHR Head of Regional Office South on the issue of his public appearances and statements, organize press coverage and media appearances
- Act as principle liaison between the OHR and other international and regional non-governmental organisations press offices and public affairs/information departments, in particular with OSCE, UNHCR, UNMIBH, SFOR and CRPC.
- Organize press coverage for the High Representative and other senior staff in OHR Mostar AoR; assist in planning their trips and visits if they involve press and writing talking points when required
- Co-ordinate independent media projects and initiatives throughout BiH, particularly in the OHR South AOR. In that regard, the incumbent would work in close contact with the Media Development Department in Sarajevo.
- Liaise on a regular basis with the main OHR Press Office in Sarajevo and provide Sarajevo Head office and other regional offices with accurate and timely information.
- Follow OHR policy by attending policy meetings and advise on press and media issues
- Assist with the Public Service Information Campaign (PSIC) as required
- Supervise the work of MMG (Media Monitoring Group)
- Act as a line manager for public affairs staff in OHR Mostar
- Carry out other duties as required.

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

- An Excellent knowledge of both written and spoken English and the ability to apply journalistic standards and

principles to day to day work.

- An excellent understanding of BiH Politics.
- A sound knowledge of the Dayton Peace Agreement and the constitutional arrangement of BiH.
- The ability to grasp new concepts quickly.
- Education to Degree standard preferred., Knowledge of the languages of BiH a distinct advantage.
- Experience of working in International Agencies an advantage.

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 numbers: 2003/558 must be quoted***

***Closing date for applications: 20 January 2004***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***