EXECUTIVE ASSISTANT TO PDHR'S ECONOMIC ADVISOR

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

Under the direct supervision of the PDHR's Economic advisor, the Executive Assistant is responsible for, but not necessarily limited to the following duties:

DUTIES AND RESPONSIBILITIES

· Consult with the PDHR Economic Advisor prior to meetings with top-level Government officials in order to understand economic concepts and issues prior to acting as interpreter at these meetings.

· Review all memos and letters from PDHR's Economic advisor for accuracies and content;

· Task Economic staff on special projects;

· Review all incoming documents for action, importance and the need for further information;

· Ensure proper function of the Economic advisor office;

· Attend meetings, take notes as required, and ensure follow-up on agreed to actions;

· Liaison with Local Governments;

· Liaison with other agencies as assigned;

· Researches issues and policy proposals for special projects as assigned by the PDHR’s Economic advisor;

· Ensure that proper administrative procedures and standard operating procedures are followed;

· Monitor contacts with high level government officials and their support staff;

· Develop and maintain tracking mechanism for all economic projects;

· Any other tasks requested by PDHR.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· University Degree in Economics or equivalent work experience in dealing with a broad range of economic issues at the entity and national levels;

· Ability to work long hours and to travel frequently (on weekly bases);

· Proven administrative and organizational skills, including ability to work with international and national staff;

· Professional experience of at least seven years in a similar role and/or experience in local government as a high level special assistant;

· Sense for discretion, confidentiality and flexibility;

· Good communication skills;

· Strong and aggressive personality;

· Computer literacy and acceptable English, both verbal and written;

· Mature judgment and flexibility;

· Ability to take initiative and work in a team setting;

· Excellent understanding of the political environment and major political figures in Bosnia and Herzegovina;

· Proven ability to act as interpreter at meetings with the highest-level government official;

· Proven ability to understand economic terms and economic issues;

· Ability to work under deadline and severe pressure.

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: 2003/479 must be quoted
Closing date for applications: 8th December 2003

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