

# **LEGAL ASSISTANT**

# **ADMINISTRATIVE**

**DUTY STATION:** Sarajevo

**CONTRACT:** National

**GRADE:** 4

## **PURPOSE AND SCOPE OF THE POSITION**

**The selected candidate will provide administrative assistance to the lawyers in the Legal Reform Unit including the Deputy Head, and act as departmental liaison. He/she will work under the general supervision of the Head of Legal Reform Unit and under the direct supervision of the Deputy Head.**

## **DUTIES AND RESPONSIBILITIES**

- **Managing schedule co-ordination for Legal Reform Unit facilities;**
- **Co-ordinating work schedules, travel and appointments for Legal Reform Unit members, as requested;**
- **Maintaining operational contact and co-ordination within and outside the OHR with persons and organisations involved in the work of the Legal Reform Unit;**
- **Attending meetings and other official functions, as directed by the Head of Legal Reform Unit and his Deputy, as an administrative representative of the Legal Reform Unit;**
- **Preparing official correspondence;**
- **Participating in the planning and co-ordination of file and record management within the Legal Reform Unit;**
- **Maintaining administrative supply stocks for the Legal Reform Unit;**
- **Working closely with other executive secretaries and assistants in administrative matters, as needed;**

- Performing other administrative duties in or on behalf of the Legal Reform Unit as required.

## **PROFESSIONAL QUALIFICATIONS/REQUIREMENTS**

- **Completed Secondary Education;**
- Minimum of two years of work experience in a similar role requested preferably with the international institutions;
- **Excellent written and spoken English;**
- **Excellent communication skills;**
- **Excellent computer skills;**
- **Ability to work in a team as well as unsupervised.**

**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***

***OHR Sarajevo***

***Emerika Bluma 1, 71000 Sarajevo***

***Fax: +387 (0) 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2003/085***

***Closing date for applications: 10 April 2003***