

EXECUTIVE ASSISTANT TO THE BROADCASTING AGENT

DUTY STATION: Sarajevo

CONTRACT TYPE: National, short-term

PURPOSE AND SCOPE OF THE POSITION

Under the direct supervision of the Broadcasting Agent, the Executive Assistant will support the work of the Broadcasting Agent's team to facilitate the restructuring of the Public Service Broadcasting System in B&H and assist coordination with international agencies working on all aspects of media development issues.

DUTIES AND RESPONSIBILITIES

- Providing operational and administrative support for the Broadcasting Agent's team;
- Drafting letters, minutes and other written documents for the Broadcasting Agent's team;
- Reviewing and processing incoming correspondence for the Broadcasting Agent's Team PBS, RTRS and RTV FB&H;
- Contacting local employees of PBS, RTV FB&H and RT RS on behalf of the Broadcasting Agent;
- Arranging meetings of the Broadcasting Agent and maintaining his schedule;
- Establishing and maintaining the filing system;
- General office activities including operating the switchboard, arranging transport and accommodation, managing general service requirements for the Media Center office, managing the petty cash fund, translating and interpreting when required and all other general duties as directed by the Broadcasting Agent.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Completed Secondary Education;
- Minimum of 1 year of work experience in a similar role, preferably in an international environment;
- Experience of carrying out secretarial and administrative tasks;
- Proficiency in computer literacy essential (Windows environment and Internet facilities);
- Excellent command of oral and written English, and excellent communication skills;
- Good organizational skills and ability to take initiative;
- Ability to work with people of different cultural backgrounds;
- Flexibility and ability to cope with stress and long working hours.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2003/044

Closing date for applications: 24 February 2003