

SPECIAL PROJECTS ADMINISTRATIVE ASSISTANT

Duty station: Brcko

Contract type: National

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative assistance to the Special Projects Coordinator and assist with all aspect of implementation of special projects.

DUTIES AND RESPONSIBILITIES

- Assist in scheduling of meetings with the various interested parties;
- Co-ordinate and file progress reports, weekly or daily as required by Special Project Co-ordinator;
- Serve as initial point of contact for incoming inquiries and provide critical support keeping abreast of special projects and other related issues;
- Conduct interviews and independent research and write reports and/or completed special projects for the Special Projects Coordinator;
- Directly assist the Special Projects Coordinator with all matters related to the implementation of Special Projects, including, inter alia, collecting accounting data and keeping accurate and up-to-date files;
- Interpret at meetings and provide input and views as appropriate;
- Work independently with general instructions to assist with implementation of US Government funded Quick Imact and SEED projects, such as the high school in the VRS Barracks and the hospital emergency care project;
- Type and format formal correspondence for Special Projects Coordinator;
- Translate incoming and outgoing documents if needed;

- Conduct other duties as assigned by Special Projects Coordinator or Front Office staff;
- Travel to Sarajevo or other points as needed to expedite completion of these projects.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Completed Secondary Education;
- Previous office administrative experience desirable;
- Strong computer skills;
- Strong English communication skills, written and oral;
- Willingness and ability to work long and/or irregular hours;
- Ability to work with people from various cultural backgrounds.

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

Musala bb, 76 100 Brcko

Bosnia and Herzegovina

Fax: ++387 49 217 560

E-mail: application@ohr.int

Please quote Reference No. 2002/384

Closing date for applications: 6 January 2003