Public Information Assistant – Press Office

PURPOSE AND SCOPE OF THE POSITION

The Public Information Assistant will provide support and assistance in all aspects of the work of the Public Information Manager and OHR public information operations in general. The selected candidate will work under the general supervision of the Head of the Press Office and the direct supervision of the Public Information Manager.

DUTIES AND RESPONSIBILITIES

1. Assist the Public Information Manager in managing and controlling all aspects of public information campaigns, including the planning, conceptualising and procurement of the campaigns, the monitoring and supervision of the production (including the sub-contracted elements), and the placement and distribution of the campaigns.

2. Liaise with all organizations and individuals relevant to the specific public information campaigns run by the OHR (e.g. who might provide input, or with TV and radio stations as well as print publications included in the campaigns), as directed by the Public Information Manager.

1. Assist the Public Information Manager in co-ordinating OHR’s public information work with the activities of other international organisations running public information campaigns, primarily SFOR, OSCE, UNHCR, UNMIBH, CRPC.

1. Conduct research as directed by the Public Information Manager.

1. Provide translation support to the Public Information Manager, including both oral interpreting and written translations.

1. Carry out administrative, logistical and archival tasks as required by the Public Information Manager.

- Carry out other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in relevant field is an advantage, but not a must
- Working experience in the field of media, in particular electronic broadcasting and production, and/or project and budget management
- Social and negotiating skills
- Familiarity with international policies in BiH
- Excellent command of oral and written English
- Can-do attitude
- Ability to work under pressure and independently, but also as a member of a team

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 E-mail: **application@ohr.int**

Please quote Reference No. 418/01

Closing date for applications: December 28th, 2001