Executive Assistant To The Deputy High Representative For RRTF

Contract: National / International

PURPOSE AND SCOPE OF POSITION

The Executive Assistant to the Deputy High Representative for Return and Reconstruction will provide administrative and substantive support to the DHR and the Deputy DHR within a close and confidential working relationship with specific tasks that include but are not limited to:

- Information Management
- Administrative and Logistical Support
- Drafting

The Executive Assistant will stay informed on all matters being handled by the DHR-RRTF and Deputy DHR in order to support the work of the office. He/she will work under the general supervision of the Deputy High Representative for Reconstruction and Return (DHR for RRTF) and the direct supervision of the Deputy DHR.

DUTIES AND RESPONSIBILITIES

Information Management

- Monitoring general issues highlighted by the Regional RRTF's and bringing urgent issues to the attention of the DHR and the Deputy.

- Monitoring incoming correspondence and inquiries and referring matters to the appropriate Central Secretariat Staff member, or independently initiating follow-up within a framework established by the DHR.
- Maintaining the personnel database for international and national staff
- Managing and maintaining the department archival system with the help of administrative assistants

Administrative and Logistical Support

- Providing logistical support to RRTF Offices, in cooperation with General Services, including processing of request forms
- Preparing meetings for the DHR for RRTF and assisting in the follow-up work, including putting together briefing materials as required and drafting agendas/minutes/reports. Providing material and information urgently when needed on unforeseen problems and issues that arise
- Maintaining the DHR's schedule and, in consultation with his Deputy, ensuring delegation of appointments and phone calls which do not require the DHR's personal attention
- Keeping track of commitments made by the DHR-RRTF and seeing to their implementation
- Maintaining continuous and professional coverage of the DHR's Office, including arranging for other assistants to cover when absent

Drafting

- Contributing to and compiling reports from the DHR's Office to RRTF in consultation with the Deputy for RRTF.
- Drafting letters for the DHR-RRTF and Deputy

Other

- Organizing and implementing special projects, such as:

conferences, seminars, special events, etc.

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:

Director of Personnel

Emerika Bluma 1, 71 000 Sarajevo

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

Please quote Reference No. 221/01

Closing date for applications: October 19, 2001

Only short-listed candidates will be contacted

No telephone inquiries please