Administrative Assistant – Human Rights And Rule Of Law Department

PURPOSE AND SCOPE OF THE POSITION

The Human Rights Assistant will provide administrative and linguistic support to the Department supervisors. He/she will work under the general and direct supervision of the Department Head.

DUTIES AND RESPONSIBILITIES

- Contacts and consultations with other international organizations and local authorities as requested

2. Interpreting meetings and telephone conversations with local authorities for international staff members.

3. Drafting of minutes of large meetings which take place in English and organizing the same meetings

4. Reviewing and processing incoming correspondence for HR/RoL Department

5. Maintaining central HR/RoL information and filing system

6. Supporting the work of specific units within the department, to be determined after appointment

7. General office duties including running errands,

arranging transport and accommodation

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Completed Secondary Education
- Previous work experience in a similar role requested
- Excellent spoken and written English
- Excellent computer skills
- Multi-cultural awareness and sensitivity
- Ability to work in a team environment
- Ability to take initiative and work independently
- Availability to travel when needed.

Any personnel with the above qualifications should provide (in English) a comprehensive CV or an OHR application form with a one-page cover letter and references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: **application@ohr.int**

Please quote Reference Numbers: 616/01