

# 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](mailto:application@ohr.int)

Please quote Reference Numbers: 616/01