

Political Assistant – Political Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will perform translating and interpreting duties for the Political Advisor and perform administrative tasks as requested. She/he will work under the general supervision of the Head of the Regional Office in Brcko and under the direct supervision of the Political Advisor.

DUTIES AND RESPONSIBILITIES

1. Research, gathering of information and analysis in support of the activities of the Political Advisor
 2. Relaying information (substantive and other) between the Political Advisor and relevant local and international partners/contacts
 3. Ensuring follow-up to initiatives undertaken by the Political Advisor in cooperation with local and international partners
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1. Translation of documents and correspondence
 2. Producing reports of meetings, drafting correspondence

1. Consecutive interpretation in meetings
2. General office management, including the scheduling/organising of meetings, maintaining archives and other types of administrative support

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completed Secondary Education (University degree in Political or Social Sciences advantage)
2. Minimum of 2 years of work experience in a similar position requested
1. Thorough understanding of the political and social situation in the District
2. Established contacts with local authorities and local non-governmental organizations is an advantage
3. Solid translation and interpretation skills
4. Excellent written and spoken English
5. Computer literacy
6. Ability to work under pressure and in the team environment

7. Ability to work with people from different cultural backgrounds

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Administration Manager

OHR Brcko

Obiliceva bb, 76 1000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 507/01