Legal Administrative Assistant- Legal Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative assistance to the Head of Civil Law Service and other staff members and act as a departmental liaison. He/she will work under the general supervision of the Deputy High Representative for Legal Affairs and under the direct supervision of Head of Civil Law Service.

DUTIES AND RESPONSIBILITIES

1. Managing schedule co-ordination for Legal Department facilities

2. Co-ordinating work schedules, travel and appointments for Legal Department members, as requested

3. Maintaining operational contact and co-ordination within and outside the OHR with persons and organisations involved in the work of the Legal Department

4. Attending meetings and other official functions, as directed by the Head of Legal Department and his deputies, as an administrative representative of the Legal Department

1. Preparing official correspondence

1. Participating in the planning and co-ordination of file and record management within the Legal Department

2. Maintaining administrative supply stocks for the Legal Department

3. Working closely with other executive secretaries and assistants in administrative matters, as needed

4. Performing other administrative duties in or on behalf of the Legal Affairs Dept as may be assigned from time to time by the Head of Department

PROFESSIONAL QUALIFICATIONS/REQUIREMENTS

- Completed Secondary Education
- Minimum of two years of work experience in a similar role requested preferably with the international institutions
- Excellent written and spoken English
- Excellent communication skills
- Excellent computer skills
- Ability to work in a team as well as unsupervised

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

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: application@ohr.int

Please quote Reference No. 308/01