

Press Office Assistant

Position Title: Press Office Assistant

Department / Work Unit: Press Office

General and Direct Supervisor: Senior Advisor on Media and External Relations

Duty Station: Sarajevo

Contract Type: Intern, part-time (20 hours per week, unpaid)

PURPOSE AND SCOPE OF POSITION

The post holder will support the press and public information activities of the OHR Press Office by researching media reports and providing general administrative assistance.

DUTIES AND RESPONSIBILITIES

- Collect, research and report on analytical news pieces and interviews related to the OHR mandate;
- Monitor internet portals and social media for issues related to the OHR mandate;
- Transcribe audio-visual news pieces and assist in the translation of press material;
- Provide general administrative assistance in the OHR press office;
- Any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed undergraduate university degree, preferably in the social sciences or humanities;
- Solid knowledge of the current political system in Bosnia and Herzegovina, the Dayton Peace Agreement and the mandate of the OHR;
- Excellent command, both written and spoken, of English and the languages of Bosnia and Herzegovina;

- Strong analytical, research and drafting skills;
- Good communication and writing skills;
- Good organizational skills with the ability to process and classify information quickly and efficiently;
- Ability to work both independently and in a team;
- Excellent IT knowledge, familiarity with Microsoft Office and Internet applications;

Ability to establish and maintain effective working relations with people from different backgrounds, whilst maintaining impartiality and objectivity.

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

***Human Resources Office
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
E-mail: application@ohr.int***

Closing date for applications: 10 April 2016

***Only short-listed candidates will be contacted
No telephone inquiries please***