ARCHIVE ASSISTANT

RESOURCES & TRANSFORMATION DEPARTMENT

Duty Station: Sarajevo

Contract Type: National Consultancy, short-term (5 months) – up to 70 hours/month, subject to funding, possible extension, on-call basis

OHR Archive is managing paper and electronic records and ensures that records related to OHR mandate with archival value are preserved.

PURPOSE AND SCOPE OF POSITION:

The Archive Assistant will be responsible for supporting the work of the OHR Archive Officer and maintaining current and archived records in physical and digital format. The Archive Assistant shall be responsible for database entry of records, scanning, and review of the backlog records against current database records to avoid duplicates. Work might include transfer of records to the General Archives and destruction of records deemed to be of no continuing value.

DUTIES AND RESPONSIBILITIES:

- Data entry – transferring data from paper formats, create descriptions for individual records as well as series of records;
- Update existing data and maintain Archives and Records Management database;
- Review of archives backlog paper records against current database records to avoid duplicates;
- Scan and upload of historical records in the A&RM database;
- Manage and maintain electronic and hard copy files;
- Destruction of records deemed to be of no continuing

value;
- Perform any other duties as assigned by the Archive Officer

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Graduate degree or student in social science field preferable in data/information science, library/archive science, history, law or related field;
- At least one year of administrative work experience;
- Previous experience in handling and preserving of archival material is an advantage;
- Knowledge of recent BiH political history and the work of OHR;
- Excellent spoken and written English and local languages (BCS);
- Basic understanding of databases;
- Appreciation of the importance of good records management and the role of archives in documenting organizational memory;
- Proven attention to detail and a methodical and persistent approach to work;
- Good time management and task completion driven;
- Summarizing skills;
- Good typing skills and accuracy;
- Understanding of data confidentiality principles is compulsory.

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 of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int

Reference number: 2024/001
Closing date for applications: 05 February 2024

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