ARCHIVE ASSISTANT

DUTY STATION: Sarajevo
CONTRACT TYPE: National Consultant
GRADE: 3

PURPOSE AND SCOPE OF POSITION:
The Archive Assistant will be responsible for supporting the work of the OHR Archivist. Work might include transfer of records to the General Archives, and destruction of records deemed to be of no continuing value.

DUTIES AND RESPONSIBILITIES:

- Assist the Archivist in transferring records from departments according to A&RM procedures including confirmation of record lists, assigning box locations and putting details into database;
- Enter records into the Archives and Records Management database;
- Transfer archive materials according to OHR archive procedures;
- Assist with the development of archive digitization initiatives, scanning historical archive documentation processes
- Identify new archive materials, list and box to archival standards;
- Implementing records management schedule and formulating policy for future development of services
- Perform any other duties as assigned by the Head of Logistics.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Completed secondary education;
- Previous experience in handling and preserving of archival material;
- Knowledge of the work of OHR; previous OHR experience is

an advantage;

- Ability to work systematically and methodically to meet the deadlines;
- Appreciation of the importance of good records management and the role of archives in documenting organizational memory;
- Proven attention to detail, consistency and a methodical and persistent approach to work;
- Good organizational and communication skills;
- Fluent written and oral English;
- Excellent computer skills;
- Ability to relate confidently to a wide range of people.

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

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
E-mail: application@ohr.int
Reference number: 2013/032
Closing date for applications: 15 July 2013

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