

# ARCHIVE INTERN

## RESOURCES & TRANSFORMATION DEPARTMENT

**Duty Station:** Sarajevo

**Contract Type:** Intern, (Unpaid)

## PURPOSE AND SCOPE OF POSITION

Intern shall work on a range of archival issues to ensure effective support to OHR Archive in accordance with Archive and Records Management procedures.

## DUTIES AND RESPONSIBILITIES

- Transfer of records to the Archive with confirmation of records lists;
- Filing, storage and destruction of records;
- Digitalization and upload of records in the A&RM database;
- Enter and update records into database;
- Review and identify duplicate records;
- Maintain organizational systems, keeping track of archived material and update changes.
- Perform any other duties as assigned by the Archive Officer.

## PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Graduate or student in social science field preferable in Information Science or Political Science;
- Knowledge of recent BiH political history and the work of OHR;
- Excellent spoken and written English and local language (BHS);
- Excellent computer skills;
- Excellent information organizational skills and attention to detail;

- Confidentiality and mature judgement;
- General communication skills are essential;
- Ability to work with people of various cultural backgrounds;
- Ability to work in a team as well as independently and with minimal supervision.

**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](mailto:application@ohr.int)***

***Reference number: 2024/004***

***Closing date for applications: 08 March 2024***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***