

ASSISTANT TO HEAD OF REGION

DUTY STATION: Tuzla

CONTRACT TYPE: National (short-term contract/
maternity replacement)

GRADE: 7

PURPOSE AND SCOPE OF POSITION

The purpose of the Assistant to the Head of Region is to provide various levels of office support to the Regional Head of Office. This support can be characterized as having two levels or core tasks that occur on a daily basis.

1. Play a general clearing house role regarding requests for the Head of Region's participation in events and activities, as well as track requests by OHR Sarajevo on matters requiring the personal attention of the Head of Region. Such requests include, but are not limited to, HoR travel, participation in meetings with local officials, speaking engagements, and support for regional visits by senior officers of OHR Sarajevo. The position requires the incumbent to read and comprehend the various issues of the day, and to ensure a timely and well-managed flow of information within and between OHR Tuzla, other OHR offices, and OHR Sarajevo.

2. Provide secretarial/assistant support to the Head of Office.

DUTIES AND RESPONSIBILITIES

Responsible for, but not necessarily limited to, the following

assigned duties and other duties as assigned by the Head of Region.

- Act as general clearinghouse for requests for participation in events and activities by the Head of Region. The key responsibility is ensuring timely information flow and a clear understanding of current HoR/OHR Tuzla priorities.
- An excellent comprehension of current issues is a standing responsibility in order to appropriately forward action requests, determine the appropriateness, in the absence of the HoR, of his/her participation in or response to a given request, maintain files, and to ensure all relevant personnel are informed of breaking developments or tasking.
- The incumbent will act as personal secretary/assistant to the Head of Region. Word-processing, e-filing, archiving, and keeping the weekly/daily schedule are routine responsibilities. The incumbent will regularly serve as interpreter to the Head of Region, and may be asked to interpret on a regular basis for senior officials of OHR Sarajevo during regional travel. This may take the form of attending meetings and will on a daily basis consist of in-house translation of official correspondence, press articles, and other written material with local officials and the public.
- Write minutes, briefing papers, talking points, correspondence and ensures follow up to Head of Region's meetings

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed secondary education
- Very good knowledge of English (spoken and written)
- Very good computer skills
- Excellent inter-personal and communication skills

- Working experience with OHR
- Working experience in secretarial/assistant type of jobs
- Willingness and ability to work long hours and frequently travel

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: 2005/146 must be quoted
Closing date for applications: 5 August 2005

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