# Assistant to the Head of OHR Tuzla

## PURPOSE AND SCOPE OF POSITION

The incumbent will 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 as a daily basis.

· Play a general clearing house role regarding OHR's reporting requirements. The position requires the candidate to compile, collect, review and forward various reports, requests, and action requests to both Sarajevo Headquarters as well as field offices on behalf of the Head of Office. It will require the candidate to read and comprehend the various issues and ensure that the constant management of information occurs. Comprehension and individual initiative are required personnel attributes for this position;

· Provide secretarial support to the Head of Office.

## DUTIES AND RESPONSIBILITIES

· To act as general clearinghouse for reporting requirements for Head of Office. The key responsibility is ensuring timely reporting to and from the field and other offices and compile this information into a single, organized format;

· Comprehension of issues is a standing responsibility in order to forward action requests, additional reports, maintain files, ensure all relevant personnel are informed of breaking developments, and in general have an understanding about how to best direct a request;

- To act as personal secretary to the Head of office. Word processing, filing, and keeping the daily schedule regular routine subject areas. In addition, it is expected that this position double up on translation service to the Head of Office as required. This may take the form of attending meetings, but the general focus will be in house translation of official corresponds to the national leadership.

**PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

· University degree

· Five years previous work experience in the international community in a related work area

· Strong translation and writing skills (include writing sample)

· Computer skills in Microsoft window applications

· Demonstrated area knowledge of the Dayton processes and a detailed understanding of the international community's involvement in Bosnia and Herzegovina.

Any personnel with the above qualifications should provide a detailed CV/Resume (in English) with a one-page cover letter and references to:

**Administration Manager**

**OHR Brcko**

**Musala bb, 76100 Brcko**

**Fax: +387 49 217 560** **E-mail:** application@ohr.int

**Please quote Reference No. 2002/283**

**Closing date for applications: 11 October 2002**

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

***No telephone inquiries please***