

# EUSR POLITICAL ASSISTANT

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

The EU Special Representative plays a central role in promoting overall EU political co-ordination in BiH. The EUSR is also the High Representative, and all EUSR employees will work within the Office of the High Representative.

## **PURPOSE AND SCOPE OF POSITION**

The EUSR Political Assistant will provide administrative and linguistic support to the EUSR Political / Reporting Officer and Advisor/s, and perform requested research. The EUSR Political Assistant will work interactively with EU actors/instruments and domestic organisations and offices in BiH, keeping current on all political developments. The incumbent will work under the general supervision of the EUSR / OHR Head of the Political Department and under the direct supervision of the EUSR Political/Reporting Officer and Advisor/s

## **DUTIES AND RESPONSIBILITIES**

### **Administrative**

- Answering phone calls
- Organizing meetings, sessions, conferences which includes arranging interpreter, driver, venue, providing all kinds of materials necessary
- Managing e-calendars of the EUSR Political / Reporting Officer and Advisor/s
- Preparing documents/faxes for sending

- Photocopying, distribution, and filling of documents
- Other administrative duties as requested

#### Interpreting/Translating

- Interpreting phone calls and meetings when requested
- Translating correspondence, documents, articles, and the like

#### Research

- Researching and retrieving data needed for the work of the EUSR Political/Reporting Officer and Advisor/s
- Drafting documents, charts and tables for the EUSR Political/Reporting Officer and Advisor/s

#### Liaison

- Working closely with other EU actors/instruments on arranging meetings, sessions and conferences
- Liaise between all levels of the BH authorities and the EUSR
- Maintaining contacts with domestic and international organizations and offices regarding current political issues and developments

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed Secondary Education (University degree in Political or Social Sciences advantage)
- Minimum of 3 years of work experience in a similar position requested
- Excellent command of oral and written English and excellent communication skills

- Excellent organizational skills and ability to interact with high level management
- Computer literate with excellent knowledge of Word and Excel
- Knowledge of the BiH political situation and relevant domestic institutions
- Ability to work with people of different cultural backgrounds
- Willingness to work long hours

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**  
**application@ohr.int**

**E-mail:**

**Reference number: 2005/053 must be quoted**  
**Closing date for applications: 24 June 2005**

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