EUSR PRESS OFFICE 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

Reporting to the EUSR Media Office/Spokesperson and with general supervision of Director of Communications, the EUSR Press Office Assistant is to provide press, political and administrative assistance to the EUSR Spokesperson in the EUSR/OHR Press Office. He/She will work closely with the OHR Press Office Manager.

DUTIES AND RESPONSIBILITIES

The EUSR Press Office Assistant is responsible for, but not necessarily limited to, the following duties:

· Liase with EU and OHR principals to develop and plan common tasks and projects providing input and recommendations on media requirements as related to core EUSR/OHR policy.

· Set up interviews, meetings, briefings and press conferences suggesting content and location in co-operation with spokespersons, EUSR/OHR principals and senior staff.

· Attend press conferences, interviews and public

appearances with EU Principals.

· Gather press and political information by, *inter alia*, attending press conferences, monitoring media outlets and developing direct links with journalists.

· Provide journalists with information as requested by the EUSR spokesperson, and other spokespeople in the OHR press office.

· Assist in preparation of the yearly budget request and subsequent reports, including gathering of information form field offices and the EUSR/OHR Administration and Finance Departments.

- Assist the Press Office Manager in acting as a point of contact for external press inquiries to the EUSR/OHR.
- Complete regular administrative duties within the press office as required including maintaining records, distributing information, documenting interviews and press conferences and assisting with minor translations.
- Draft letters / correct wrong media reports as required by the Director of Communications and the EUSR/OHR Spokesperson.
- To accompany EUSR/OHR Principals on trips and visits as required.
- Carry out any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University Degree in a relevant subject preferred

· Proven skills in the BiH media environment and excellent awareness of BiH's political environment.

· Excellent language ability in both local languages and English, a proven ability to write well in a journalistic style.

· The ability to take initiative and work as part of a

team.

· Willingness to undertake administrative duties demonstrating attention to detail.

· A sound knowledge of Information Technology.

When on leave covered by: Press Office Manager

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: 2005/085 must be quoted
Closing date for applications: 24 June 2005

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