

# EXECUTIVE ADMINISTRATOR

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

**GRADE:** 5

## PURPOSE AND SCOPE OF POSITION

Under the direct supervision of the Press Office Manager and the general supervision of the Deputy head of Press Office the Executive Administrator is to provide press guidance to OHR departments and administrative assistance to the operations of the OHR Press Office.

## DUTIES AND RESPONSIBILITIES

The Executive Administrator is responsible for, but not necessarily limited to, the following duties;

- Liase with OHR's departments to develop and plan common tasks and projects providing input and recommendations on media requirements as related to core OHR policy.
- Set up interviews, meetings, briefings and press conferences suggesting content and location in co-operation with spokespersons, OHR principals and senior staff. Attending press conferences, interviews and public appearances with OHR 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 spokespeople.
- Assist in preparation of Press Office's yearly budget request and subsequent reports, including gathering of

information from field offices and the Administration and Finance Departments.

- Assist the Press Office Manager in acting as a point of contact for external press inquiries to the 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 OHR Sarajevo Spokespeople, in conjunction with a spokesperson.
- To maintain and update the calendar of events (the "Grid") proactively seeking information from both internal and external sources.
- To attend the regular International Spokespeople's meetings
- To accompany OHR Principals on trips and visits on behalf of the OHR 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 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.

· Experience of working in an international organisation in BiH, preferably in the OHR.

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

**Reference number: 2004/502 must be quoted**

**Closing date for applications: 28 October 2004**

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

**No telephone inquiries please**