

EXECUTIVE ASSISTANT TO PDHR'S ECONOMIC ADVISOR

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

Under the direct supervision of the PDHR's Economic advisor, the Executive Assistant is responsible for, but not necessarily limited to the following duties:

DUTIES AND RESPONSIBILITIES

- Consult with the PDHR Economic Advisor prior to meetings with top-level Government officials in order to understand economic concepts and issues prior to acting as interpreter at these meetings.
- Review all memos and letters from PDHR's Economic advisor for accuracies and content;
- Task Economic staff on special projects;
- Review all incoming documents for action, importance and the need for further information;
- Ensure proper function of the Economic advisor office;
- Attend meetings, take notes as required, and ensure follow-up on agreed to actions;
- Liaison with Local Governments;
- Liaison with other agencies as assigned;

- Researches issues and policy proposals for special projects as assigned by the PDHR's Economic advisor;
- Ensure that proper administrative procedures and standard operating procedures are followed;
- Monitor contacts with high level government officials and their support staff;
- Develop and maintain tracking mechanism for all economic projects;
- Any other tasks requested by PDHR.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University Degree in Economics or equivalent work experience in dealing with a broad range of economic issues at the entity and national levels;
- Ability to work long hours and to travel frequently (on weekly bases);
- Proven administrative and organizational skills, including ability to work with international and national staff;
- Professional experience of at least seven years in a similar role and/or experience in local government as a high level special assistant;
- Sense for discretion, confidentiality and flexibility;
- Good communication skills;
- Strong and aggressive personality;
- Computer literacy and acceptable English, both verbal and written;

- Mature judgment and flexibility;
- Ability to take initiative and work in a team setting;
- Excellent understanding of the political environment and major political figures in Bosnia and Herzegovina;
- Proven ability to act as interpreter at meetings with the highest-level government official;
- Proven ability to understand economic terms and economic issues;
- Ability to work under deadline and severe pressure.

Any personnel 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: 2003/479 must be quoted
Closing date for applications: 8th December 2003

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