

# HEAD OF REGIONAL PRESS OFFICE

**DUTY STATION:** Banja Luka

**GRADE:** 9

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The role is to provide a general focal point for the OHR Press Office in the Banja Luka Area of Responsibility under the supervision of the Director of Communications. The Head of Regional Press Office will provide communications advice and support to the Head of Region consistent with the OHR's overall media strategy.

## **DUTIES AND RESPONSIBILITIES:**

- Work as Head of Press Office at the OHR Banja Luka Office, in charge of public relations, alongside of an assistant and Media Monitor, under the supervision of the Director of Communications and as an integral part of the OHR Press Office.
- Support the Deputy High Representative and Head of Region, providing communications support and advice consistent with the implementation of the OHR's overall media strategy at the local level. Closely coordinate with the DHR Head of Regional Office Banja Luka on the issue of his public appearances and statements, organize press coverage and media appearances.
- Be the main focal point for both local and international press for OHR Banja Luka. This includes but is not limited to: acting as OHR Spokesman at press briefings and giving interviews to print or broadcast media as required, drafting press releases for distribution to the press, providing background briefings to journalists, organising press arrangements for visits by Principals and/or other VIPs.
- Act as principle liaison between the OHR and other international and regional non-governmental organisations press offices and public affairs/information

departments, in particular with OSCE, UNHCR, EUPM, SFOR and CRPC.

- Organize press coverage for the High Representative and other senior staff in OHR Banja Luka AoR; assist in planning their trips and visits if they involve press and writing talking points when required.
- Co-ordinate independent media projects and initiatives throughout BiH, particularly in the OHR Banja Luka Area of Responsibility.
- Liase on a regular basis with the main OHR Press Office in Sarajevo and provide Sarajevo Head Office and other regional offices with accurate and timely information; ensure that the media monitor attends the daily media monitoring conference calls with Sarajevo.
- Follow OHR policy by attending policy meetings and advise on press and media issues.
- Assist with OHR information campaigns as required.
- Act as a line manager for Press Office staff in OHR Banja Luka.
- Monitor the RS press and deal with the local media organizations to improve their professional performance. Correct wrong media reports as necessary. Initiate and oversee the translation of relevant articles for distribution to OHR staff.
- Carry out other duties as required.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Excellent knowledge of both written and spoken English and the ability to apply journalistic standards and principles to day-to-day work;
- Previous spokesperson experience highly desirable;
- An excellent understanding of BiH Politics, the Dayton Peace Agreement and the constitutional arrangement of BiH;
- The ability to grasp new concepts quickly, develop and defend your own opinions, and work in a demanding, dynamic international environment;

- Advanced University Degree; preferably in social sciences
- Excellent knowledge (written and spoken) of the languages of BiH a requirement.

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:***

***Please quote Reference number: 2003/236***

***Closing date for applications: 30 September 2003***

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

***No telephone inquiries please***