

# OFFICE ASSISTANT

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

**GRADE:** 4

## **PURPOSE AND SCOPE OF THE POSITION**

The Assistant is responsible for providing administrative, linguistic and general support to the Head of Field Office. The Assistant will work under the general supervision of the Head of Sarajevo Region, and the direct supervision of Head of Field Office.

## **DUTIES AND RESPONSIBILITIES**

- Provide overall administrative support to the OHR field office, prepare and schedule meetings with local authorities, international partners and DP/Returnee associations, occasional minutes taking and interpretation during meetings;
- Draft and translate official OHR letters. Prepare responses to the individual letters addressed to the OHR. Follow up on individual cases;
- Maintain database on reconstruction/sustainability related projects and land allocation;
- Provide information on property issues, laws, return/reconstruction and economic sustainability matters to individual cases approaching OHR office;
- Monitor the local media and provide briefing to the head of office on issues related to OHR's work;
- Management of office paper works and filing system;
- Maintenance of office imprest account;
- Any other duties assigned by the head of office, including occasional field visits to return sites and preparation of spot reports.

# **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- **Good knowledge of OHR's institutional mandate;**
- **Comprehensive knowledge of Property legislation, return/sustainability matters and functioning of the domestic and international institutions involved in the process;**
- Good interpersonal and communication skills;
- Integrity, proactive attitude, team work, ability to take initiative, willingness to accept new tasks and keep abreast of new developments in field;
- Excellent organisational skills;
- Ability to establish and maintain effective working relations with people of different of ethnic and cultural background with sensitivity and respect;
- Ability to work long hours, cope with stressful environment and often respecting tight deadlines;
- Sound geographical knowledge of the AOR. Experience in the region is an advantage;
- Excellent command of oral and written English;

- Computer skills – Use of relevant software and other applications, e.g. word processing, spreadsheets etc.

Anyone meeting these requirements who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department***

***Office of the High Representative***

***Emerika Bluma 1, 71 000 Sarajevo***

***Bosnia and Herzegovina***

***Fax: ++387 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2003/113***

***Closing date for applications: 10 April 2003***