

OPERATIONS ASSISTANT (AUDIO VISUAL EQUIPMENT)

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 4

PURPOSE AND SCOPE OF POSITION

The Operations Assistant supports the work of the Logistics Section, with special emphasis on operating technical equipment that amplifies, enhances, mixes or reproduces sound and video in support of OHR meetings and press conferences, assembles audio visual (AV) equipment and provides first level of maintenance reporting any problem to the Head of Logistics.

He/she also supports the work of the central warehouse and supply distribution system to serve the needs of the OHR. The post holder maintains a computerized inventory management system (in SAP) to provide accountability for warehouse stock.

He/she will work under the general supervision of the Head of Administrative Management Division and under the direct supervision of the Head of Logistics.

DUTIES AND RESPONSIBILITIES

Supervision and Operation of Audio/Video Equipment in OHR

1. Take primary responsibility for OHR's audio and video equipment, ensuring appropriate use of hi-tech equipment and proper maintenance of equipment and audio/video archive.
2. Determine sound and video requirements depending on type of meeting/press conference and in liaison with the end user.

3. Set up, test and operate audio/video equipment prior to each meeting/press conference.
4. Monitor audio/video signals to detect quality deviations or malfunctions during meetings. Ensure that technical equipment is used appropriately and that the best possible audio and video quality is achieved.
5. Record meetings/press conferences (audio and/or video) and requested by the user.
6. Maintain the master CD library, which encompasses a complete archive of all OHR-generated video and audio recordings.
7. Prepare technically correct audio and video duplications in appropriate file format for web publishing.
8. Convert different video and audio formats into required format with Adobe Premier and Adobe after effects.
9. Provide instructions to presenters in the operations of audio-visual equipment.
10. Install, trouble shoot, and perform minor maintenance on equipment and systems.
11. Make recommendations for equipment purchases and facility utilization.
12. Supervise the external use (ie., outside of OHR premises) of audio/video equipment, ensuring that all equipment is properly used and returned to OHR in good working order.

Warehousing

13. Receive and check deliveries from suppliers or transport agents and manage queries/disputes.
14. Match suppliers' purchase order forms against delivery forms and to inform the purchaser of any

inconsistencies.

15. Enter the quantity received and validated into SAP (supply management software).
16. Control the quality of the goods received, ensuring that faulty goods are not accepted.
17. Store the goods and enter their warehouse location according to their specifications.
18. Keep records of expiry dates and ensure adequate stock turnover.
19. Pick, pack and identify goods requested by users
20. Define order preparation planning with the Head of Logistics and the Logistics Desk Officer.
21. Transmit the information related to the cargo to the Head of Logistics and the Logistics Desk Officer.
22. Ensure that the warehouse is kept clean and meets safety standards at all times.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed secondary education;
- Professional experience of at least three years in a similar role in an international organization;
- Excellent knowledge of and experience in AV and other high-tech equipment;
- Good command of English language;
- Excellent IT skills;
- Physical fitness;
- Ability to work under pressure;
- Flexibility and ability to work long hours and preparedness to undertake significant amounts of manual labour in the warehouse;
- Driving license.

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
application@ohr.int

E-mail:

Reference number: 2005/007 must be quoted
Closing date for applications: 23 January 2005

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