

# PERSONAL ASSISTANT – SERIOUS CRIMES UNIT

## PURPOSE AND SCOPE OF THE POSITION

The purpose of the position is to ensure that the Head and Deputy Head have at all times a dedicated assistant for secretarial, interpreting, translating and office management duties related to their requirements.

The position is focused on interpreting and translating on the one side, and office management capacities on the other. The position requires resourcefulness and self-confidence in decision-making in order to deal with the above related issues promptly and effectively.

## DUTIES AND RESPONSIBILITIES

§ Working with and interpreting for Head and Deputy Head in meetings with local authorities and contacts.

§ Interpreting at meetings and follow up of cases.

§ Covering the administration of the Head and Deputy Head (filing system, dispatching the inter-office liaisons, assisting the Head and the Deputy Head of Department with their administrative obligations).

§ Receiving and co-ordinating correspondence with the Department.

§ Providing administrative support, monitoring and co-ordinating meetings and schedules with departmental staff.

§ Arrange appointments, organise and schedule meetings, transport and accommodation for the Head and Deputy

Head.

§           Overseeing organisation and maintenance of Department files. Maintaining the filing system.

§           Answer incoming telephone calls for the Head of Department.

§           Performing other duties as required by the Head and Deputy Head of the Department.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

§           Completion of secondary school and minimum of two year experience in work with international organisations.

§           Very good interpersonal skills to interact with both international and local experts.

§           Good office management abilities.

§           Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended.

§           Willingness to work long hours and in a team.

§           Strong management and organisational skills.

§           Good English and Bosnian/Croatian/Serbian speaking and writing skills required.

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**

**OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax: +387 (0) 33 283771**

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

**Please quote Reference No. 2002/239**

**Closing date for applications: September 2, 2002**