

Personal Assistant to the Head of OHR Mostar – Front Offices Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative support to the Head of OHR South Office in everyday duties, as well as advise on all relevant issues related to work. Also he/she will act as a liaison with all OHR offices and departments. The incumbent will work under the general and direct supervision of the Head of OHR South Office.

DUTIES AND RESPONSIBILITIES

- Advise Head of Office on all relevant issues pertaining to work
- Draft correspondences, internal and policy memos
- Handle Head of Office's email and all correspondences with international and local interlocutors
- Record and write minutes of meetings between Head of Office and international and local interlocutors
- Draft any policy document as requested by Head of Office
- Participate in Strategy planning meetings with Head of Office and relevant departments

- Arrange appointments
- Coordinate work of Head of Office with that of various departments

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University Degree in relevant field
- Previous work experience in a similar role requested (experience with International Organizations would be helpful)
- Excellent spoken and written English
- Excellent verbal and written communications skills
- Ability to multi-task and work as part of team
- Organizational and computer skills absolutely required
- Willingness to work under pressure and long hours
- Ability to work with people from various cultural backgrounds.

Any personnel with the above qualifications should provide a CV (in English) with a one-page cover letter and references to:

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2002/095

Closing date for applications: 13 May 2002

No telephone enquiries please.

Only short listed candidates will be contacted.