

# **POLITICAL ASSISTANT**

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**BANJA LUKA REGIONAL OFFICE**

**BANJA LUKA**

**DUTY STATION:** Banja Luka

**CONTRACT TYPE:** Intern

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

The post holder will work on a range of substantive issues targeted to ensure effective support of broader activities of the Banja Luka Regional Office.

### **DUTIES AND RESPONSIBILITIES:**

- Research, gathering of information and analysis of political developments related to OHR mandate;
- Ensuring follow-up to initiatives undertaken by the DHR and Head of Office in Banja Luka;
- Producing reports of meetings, drafting correspondence;
- General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support.
- Any other duties as required.

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

- University degree, preferable in political science or related areas;
- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina, the Dayton Peace Agreement and the mandate of the OHR;
- Excellent spoken and written English;
- Excellent communication skills are essential;
- Confidentiality;

- Excellent organizational skills;
- Excellent computer skills, good command of Microsoft Office and Internet applications;
- Very good interpersonal skills to interact with both international and local experts;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Ability to work in a team as well as independently and with minimal supervision;
- Sound judgement;
- Knowledge of local language would be an asset.

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

***Reference number: 2018/085***

***Closing date for applications: 22 May 2018***

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

***No telephone inquiries please***