

# **POLITICAL ASSISTANT**

## **BANJA LUKA REGIONAL OFFICE/POLITICAL SECTION**

**Duty Station:** Banja Luka

**Contract Type:** Intern (Unpaid)

### **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:**

**Human Resources  
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: 2018/126  
Closing date for applications: 26 December 2018***

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