

PRESS ASSISTANT

STRATEGIC COMMUNICATION AND PRESS DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: Intern (Unpaid)

Purpose and Scope of Position:

The Press Assistant will provide daily support to the Press Office staff, which includes taking media inquiries and photos of meetings and other activities for publication on the OHR website and social media.

The Press Office Assistant shall be responsible for keeping the OHR web page updated by posting content in coordination with the Strat.Comm and Press team.

Duties and Responsibilities:

- Act as a point of contact for external press enquiries to the OHR, ensuring all callers receive the service they require including filing press questions to OHR.
- Regular update of the OHR website in line with daily activities of the organization and of the Strategic Communication and Press Department;
- Post documents and make other changes on the web page as necessary;
- Make sure the four language versions (English, Bosnian, Croatian, Serbian) of the OHR web pages are updated with all relevant documentation.
- Photograph and/or film meetings and events for publication on the OHR web page and social media.
- Provide support to the Strategic Communication and Press Department.

Professional Requirements/Qualifications:

- Completion of education to university degree level
- Experience with Content Management Systems with an understanding of HTML and FTP; ability to coordinate with an external web development team. Experience with WordPress is an advantage.
- Experience with photo and video production, as well as photo-editing and video-editing software.
- Excellent English and Bosnian/Croatian/Serbian oral and writing skills.
- Awareness of the media situation in BiH.

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
E-mail: application@ohr.int***

***Reference number: 2022/053
Closing date for applications: 20 November 2022***

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