

# Press Office Assistant

**Position Title:** Press Office Assistant

**Department / Work Unit:** Press Office

**General and Direct Supervisor:** Senior Advisor on Media and External Relations

**Duty Station:** Sarajevo

**Contract Type:** Intern, part-time (20 hours per week, unpaid)

## PURPOSE AND SCOPE OF POSITION

The post holder will support the press and public information activities of the OHR Press Office by researching media reports and providing general administrative assistance.

## DUTIES AND RESPONSIBILITIES

- Collect, research and report on analytical news pieces and interviews related to the OHR mandate;
- Monitor internet portals and social media for issues related to the OHR mandate;
- Transcribe audio-visual news pieces and assist in the translation of press material;
- Provide general administrative assistance in the OHR press office;
- Any other duties as required.

## PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed undergraduate university degree, preferably in the social sciences or humanities;
- Solid knowledge of the current political system in Bosnia and Herzegovina, the Dayton Peace Agreement and the mandate of the OHR;
- Excellent command, both written and spoken, of English and the languages of Bosnia and Herzegovina;

- Strong analytical, research and drafting skills;
- Good communication and writing skills;
- Good organizational skills with the ability to process and classify information quickly and efficiently;
- Ability to work both independently and in a team;
- Excellent IT knowledge, familiarity with Microsoft Office and Internet applications;

Ability to establish and maintain effective working relations with people from different backgrounds, whilst maintaining impartiality and objectivity.

**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  
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)***

***Closing date for applications: 10 April 2016***

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