PRESS OFFICE MANAGER

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

To assist the Director of Communications (DoC) and the Deputy Head of the Press Office (DHPO) co-ordinate operations in the OHR Sarajevo Press Office. The incumbent is also required to assist the Director of Communications and organising interviews with all OHR principals.

DUTIES AND RESPONSIBILITIES:

The Press Office Manager is responsible for, but not necessarily limited to, the following duties:

- To manage the daily administrative operations of the OHR Sarajevo Press Office, including setting up meetings, liasing with Personnel and Administration.
- To manage the procurement requirements of the OHR Sarajevo Press Office.
- To be responsible for, and sign-off on, regular Press Office expenditures in the absence of the DoC and DHPO.
- To be responsible for, and sign-off on, regular Press Office Administrative issues in the absence of the DoC and DHPO.
- To manage and agree all interviews for the High Representatives and Principals (including in the regional offices) and press conferences, including arranging briefing. The Press Office Manager will also oversee the completion of all related administrative tasks.

- To act as first point of contact for external press inquiries to the OHR. He/she will answer general telephone inquiries, take and pass on messages, ensure all callers receive the service they require, among others by fielding press questions to the spokespeople.
- To track budget spending for both the Press Office managed by the DHPO.
- To draft the annual Press Office budget submission for Administration in coordination with the DHPO.
- To attend and take notes at the internal and external meetings.
- To maintain contacts and track correspondence with other international agencies, BiH authorities, media, etc.
- To research specific OHR related issues as directed by the OHR Sarajevo spokespersons and provide journalists with certain types of information as agreed with Spokespersons.
- To manage the schedule for the Press Office and the spokespeople.
- To draft letters as required by the Director of Communications or Spokespeople.
- To correct wrong media reports as necessary in conjunction with a spokesperson.
- To attend and report on press conferences and accompany OHR principals on trips and visits on behalf of the OHR as required.
- To translate short texts from English into BiH languages and vice versa.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Educated to at least High School level.
- Proven excellent office skills; telephone manner, computer skills, administrative skills, organisational capacity.
- Excellent language ability in both local languages and English, a proven ability to translate both oral and written communications quickly and accurately.
- Awareness of media situation in BiH.
- Good interpersonal skills.
- The ability to take initiative and work as part of a team.
- Attention to detail.
- A broad knowledge of Information Technology.
- Experience of working in an international organisation in BiH, preferably in the OHR, and experience of working in a press office will be considered an advantage.

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

Reference number: 2009/031
Closing date for applications: 29 May 2009

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