

PROJECT ASSISTANT

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National (Short-term)

PURPOSE AND SCOPE OF POSITION:

As a part of a team of professionals, the Project Assistant will ensure smooth functioning of the work of the Police Restructuring Commission and serve as the primary point-contact for organizational, administrative and logistical issues. The Project Assistant will work under the general supervision of the Commissioner and under the direct supervision of the Chief of Staff.

DUTIES AND RESPONSIBILITIES:

- Managing the daily flow of organizational, administrative and logistical issues for the Police Restructuring Commissioner and staff with a special focus on working group scheduling and management in line with the terms of reference of the Police Restructuring Commission;
- Liaise with BiH state, entity, cantonal and municipal authorities, and other civil society and non-governmental counterparts as well as international agencies to ensure smooth functioning of the Police Restructuring Commission;
- Monitor new developments and formulate recommendations and strategies for achieving the project aims and devise timely corrective measures in case of problems;
- Prepare written progress reports on the development of the Commission's work;
- Assist in the analysis of media reports related to the Police Restructuring Commission;
- Any other duties as assigned by the Chief of Staff to ensure success of the project.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- High school completed, University Degree desirable;
- Previous work experience with international organizations

- Detailed familiarity with the political climate in BiH and the region
- Superior communication skills

Any personnel 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: 2004/306 must be quoted

Closing date for applications: 13 June 2004

Only short-listed candidates will be contacted

No telephone inquiries please

Selected candidate is expected to start working immediately