PUBLIC INFORMATION ASSISTANT

DUTY STATION: Sarajevo

GRADE: 5

CONTRACT TYPE: National (short-term)

PURPOSE AND SCOPE OF POSITION:

The responsibility of the Public Information Assistant is to provide support and assistance in all aspects of the work of the Head of Public Information and OHR public information operations in general.

The Public Information Assistant will work under the general supervision of the Head of the Press Office and the direct supervision of the Head of Public Information.

DUTIES AND RESPONSIBILITIES:

· Assist the Head of Public Information in managing and controlling all aspects of public information campaigns, including planning, conceptualising and procurement of the campaigns, the monitoring and supervision of the production (including the sub-contracted elements), and the placement and distribution of the campaigns;

· Assist the Head of Public Information in liason with all staff involved in public information, specifically the Regional Information Assistant and the five Regional Assistant Information Officers;

· Assist the Head of Public Information in co-ordinating OHR's public information work with the activities of other international organisations running public information campaigns, primarily SFOR, OSCE, UNHCR, UNMIBH, CRPC;

· Answer telephone inquiries addressed to the Head of Public Information or her Assistants, take and pass on messages, ensure all callers receive the service they require;

· Conduct research as directed by the Head of Public Information;

· Liaise with other OHR departments on common tasks and projects, as directed by the Head of Public Information;

· Liaise with all organizations and individuals relevant to the specific public information campaigns run by the OHR (e.g. who might provide input, or with TV and radio stations as well as print publications included in the campaigns), as directed by the Head of Public Information;

· Organize press opportunities highlighting public information work;

· Set up meetings and manage the schedule for the Head of Public Information and her staff;

· Provide translation support to the Head of Public Information, including both oral interpreting and written translations;

· Collect incoming correspondence and ensure it is seen by the Head of Public Information, deliver and file outgoing correspondence;

· Draft requests and correspondence for the Head of Public Information, follow up on submitted requests;

· Maintain the Public Information archive;

· Carry out logistical tasks as required by the Head of Public Information;

· Assist the Head of Public Information with administrative issues;

· Maintain administrative supply stocks for the Head of Public Information and her staff, and ensure all equipment is operational;

· Photocopy documents as required;

· Assist the Head of Public Information with all other aspects of her everyday work;

· Carry out other duties as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· University degree is an advantage, but not obligatory;

· Excellent command of oral and written English;

· Political awareness;

· Ability to work under pressure;

· Working experience, preferably in the field of media production/journalism.

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: 2004/191 must be quoted
Closing date for applications: 7 May 2004

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