Public Information Manager ; Press Office

PURPOSE AND SCOPE OF THE POSITION

The OHR Press Office in Sarajevo is currently seeking a qualified candidate for the position of OHR Public Information Manager. He/she will be responsible for conceptualising and producing public information campaigns in BiH aimed at winning the support of the population for the Dayton peace process and the policies of the Office of the High Representative (OHR), and providing information on specific issues to the population.

The Public Information Manager will work under the overall direction of the Director of Communications and in close co-operation with the DHR RRTF. S/he will administer the public information budgets of both the Press Office and RRTF and be responsible for co-ordinatinga team of two head office and five regional staff who develop and produce public information materials and campaigns.

DUTIES AND RESPONSIBILITIES:

· Devise and develop strategy for public information as per guidelines from the Director of Communications. Within this framework, conceptualise specific public information campaigns and manage and control all aspects of the campaigns, including the production and the placement;

· Supervise and co-ordinate the work of all staff involved in public information;

· Advise OHR spokespeople as to how support public information campaigns in their daily work;

· Co-ordinate OHR's public information work with the activities of other international organisations running public information campaigns, primarily SFOR, OSCE, UNHCR, UNMIBH, CRPC.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Minimum of 5 years of professional experience in this or related field, experience of managing campaigns is essential;

· Excellent oral and written communications skills, strategic and creative abilities;

· Ability to work as part of a team and to work under pressure;

· Knowledge of the Dayton Peace Agreement and its Annexes and the current situation in BiH

· Good command of oral and written English is essential;

· Basic knowledge of Serbian/Bosnian/Croatian desirable;

· University degree desirable;

· Professional experience in related fields useful e.g. television, radio, publishing.

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,OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Please quote Reference No. 2002/251

Closing date for applications: September17, 2002

Only short-listed candidates will be contacted

No telephone inquiries please