RESEARCH ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National Consultant (short-term)

PURPOSE AND SCOPE OF POSITION

Under the direct supervision of the SDHR, the Research Assistant is responsible for, but not necessarily limited to, the following assigned duties.

DUTIES AND RESPONSIBILITIES

· Carries out research related to property issues (mainly in Sarajevo, but also in different part of the country if necessary).

· Reviews and screens legal documents.

· Attends meetings and other official functions, as directed by the SDHR as an administrative representative.

· Liaises with international and domestic relevant agencies and organizations.

· Gathers, compiles and assembles information to prepare reports or correspondence.

· Provides administrative assistance.

· Carries out other duties as assigned by the Supervisor.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Minimum of three years of legal studies

· Fluent written and spoken English

- Organisational skills
- Ability to work in multi-cultural environment
- Computer literacy
- Ability to work long hours and travel when necessary
- Ability to start working immediately

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:2005/180 must be quoted
Closing date for applications: 27 October2005

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