

SENIOR MEDIA MONITOR

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

The OHR Press Office in Sarajevo is currently seeking a qualified candidate for the position of Senior Media Monitor.

The responsibility of the Senior Media Monitor, who works as part of a team of two Senior Media Monitors based in Sarajevo, is to keep the Office of the High Representative informed about the content and tone of the coverage of the media in and on Bosnia and Herzegovina and the region, paying particular attention to items that relate to the OHR and its activities. In addition, Senior Media Monitors are in charge of co-ordinating the entire media monitoring operation in OHR.

The Senior Media Monitor will work under the supervision of the Director of Communications.

DUTIES AND RESPONSIBILITIES

- Produce media briefings, informing the High Representative and his staff of the relevant stories in the BiH press;
- Monitor the local print and electronic media published/broadcast as well as local and international newspapers and news agencies throughout the day;
- Produce analyses and summaries of the media coverage of a specific topic when requested;
- Produce occasional transcripts of important press conferences as required;

- Liase closely with and divide responsibilities between the media monitors of the OHR regional offices and other international organisations;
- Assist the spokespeople with in-house research;
- Carry out any other duties as required by the Chief Spokesperson.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree in journalism or related field preferred;
- Minimum of two years of work experience in a similar role with the international community requested;
- Fluency in spoken and written English and good computer skills;
- Positive, dynamic and flexible team-player with a “can do” attitude;
- Positive commitment to peace implementation in BiH;
- Willingness to work flexible hours.

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
application@ohr.int**

E-mail:

**Please quote Reference number: 2003/270
Closing date for applications: 29 August 2003**

Only short-listed candidates will be contacted

No telephone inquiries please