

SPECIAL ASSISTANT TO THE SUPERVISOR OF BRCKO

DUTY STATION: Brcko
GRADE: 8
CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the direct supervision of the Supervisor, the Special Assistant assists the Supervisor in managing his / her work as the Head of the Office for the Implementation of the Final Award (BFA0) and the Supervisor of Brcko, Bosnia. The incumbent is a reporting officer and also coordinates briefing and action papers, visits, and duty trips for the Supervisor. S/he supports the Supervisor in maintaining close working relationships with embassies and international organizations dealing with Brcko. S/he coordinates the work of the Supervisor's secretary and interpreter.

DUTIES AND RESPONSIBILITIES:

- Assist the Supervisor in the thorough and timely implementation of the Brcko Arbitration Awards, the District Statute and Supervisory Orders.
- In coordination with the Deputy Head of Office, advise the Supervisor on all matters requiring his/her attention, ensuring proper harmonization of effort within BFA0 staff and with elements of the international community, local government officials and representatives of other organizations.
- Participate with, and assists, the Supervisor and his/her Deputy in substantive interactions with District officials

- Coordinate background information and briefing materials for the Supervisor's meetings, visits, and briefings.
- Coordinate attendance by BFAO staff at the Supervisor's meetings, visits and briefings.
- As directed, attends meetings, visits, and briefings that are not attended by other staff and drafts summaries of such meetings.
- Coordinate the work of the Supervisor's secretary and interpreter.
- Draft and edit the Supervisor's correspondence
- Draft weekly reports on activities within the District, with input from BFAO sections, and disseminate them to interested Brcko observers in Bosnia and abroad.
- Undertake any other duties as directed.
- As a professional, willing to travel, work long hours and on weekends, to achieve requires goals

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Relevant degree
- Minimum two years experience with international organization or the equivalent
- Superb analytical, drafting and communication skills
- Strong organizational skills
- Excellent skills in personal relations, with the ability to take initiative
- Must speak and write English fluently, with the facility to comfortably switch between formal and informal

language

- Editing for both grammar and content must be both fast and efficient
- Flexible and able to work cheerfully under stress
- Able to work with people from various cultural backgrounds
- Understanding of BiH institutions and the Final Arbitration Award for Brcko would be weighed in selecting finalists
- Understanding of US, EU and international organization operations would be an asset
- Expertise in word processing and use of the internet for research

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
application@ohr.int**

E-mail:

**Reference number: 2007/17 must be quoted
Closing date for applications: 9 March 2007**

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