

# SPOKESPERSON

**Duty station: Sarajevo**

**Grade: G8**

## **PURPOSE AND SCOPE OF THE POSITION**

The main duties include working in the OHR Press Office in Sarajevo as one of four spokespeople/media officers advising on press policy, dealing with day to day press work, interviews and statements, press conferences, and writing speeches and articles for the High Representative.

## **DUTIES AND RESPONSIBILITIES**

Under the general and direct supervision of the Director of Communications, the spokesperson is responsible for, but not necessarily limited to, the following assigned duties:

- Be the OHR focal point for both international and local press. This includes but is not limited to: act as spokesperson at press conferences, respond to press inquiries, write and distribute press releases, give interviews and background briefings to media representatives and visitors to the OHR; all of this in conjunction with the relevant Principals and departments;
- Write speeches in English language, articles and talking points for the High Representative as well as other senior OHR staff as required;
- With regard to press activities, specialize on certain priority issues as directed by the Director of Communications;
- Organize press coverage for the High Representative and other senior OHR staff; assist in the planning of their trips and visits if they involve the press;
- Brief the High Representative and his deputies on headlines and breaking stories and suggest further action when the senior spokesperson is absent;
- On a rota basis, act as the Duty Officer from the Press Office reporting directly

to the High Representative on headlines and breaking stories suggesting further action and carrying out agreed actions over the weekend period;

- Monitor the local and international press and deal with the local media organizations to improve their professional performance. Correct wrong media reports as necessary. Initiate and oversee the translation of relevant articles for distribution to OHR staff.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- Secondary education completed; university degree is desirable;
- Minimum of 5 years experience in the field of journalism and/or public affairs;
- Excellent English (both oral and written);
- Knowledge of local language;
- Possession of driving license is an asset.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina***

***Fax: ++387 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2002/323***

***Closing date for applications: 2 December 2002***