

# SPOKESPERSON

## PRESS OFFICE DEPARTMENT

### SARAJEVO

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** International Contractor

**GRADE:** 8

#### PURPOSE AND SCOPE OF POSITION:

The role is to work in the OHR Press Office in Sarajevo as one of three spokespeople, advising on press policy, and dealing with day to day press work, interviews and statements and press conferences. The incumbent will stand in for the Director of Communications as required.

#### DUTIES AND RESPONSIBILITIES:

- Co-ordinate press policy with the High Representative and other senior staff as directed by the Director of Communications;
- Maintain contacts with both local and international press. 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;
- Organise 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 or public relations and accompany the HR and his deputies as required;
- Write talking points and speeches for the High Representative and other senior OHR staff as required;

- Brief the High Representative and his deputies on headlines and breaking stories;
- 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;
- Make presentations to the High Representative, principles, the Steering Board and Board of Principles as required;
- Ensure close coordination and collaboration with press offices of other international organisations in BiH. For the period that High Representative is also EUSR, ensure coordination between OHR and EUSR press issues;
- Monitor media and work directly with the media organisations to promote mission goals. Correct wrong media reports as necessary;
- Assist in conceptualising and implementing public information strategies, including but not limited to print, electronic media and web, designed to promote the mission goals and visibility in BiH;
- Stand in for the Director of Communications at meetings and policy discussions as and when required;
- Carry out other duties as required.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Minimum 5 (five) years of relevant professional experience in the press and/or communications environment;
- Education to Degree standard;
- An Excellent knowledge of both written and spoken English;
- Knowledge of German and/or the languages of Bosnia and Herzegovina will be a distinct advantage.
- Knowledge of the Dayton Peace Agreement and the constitutional arrangement of BiH;
- The ability to grasp new concepts quickly;

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently within a fast moving environment and react appropriately to change;
- Understanding of the requirements of the media and ability to write in a journalistic style;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Experience of interacting with senior members of governments/organizations;
- Experience of working in International Agencies an advantage;
- ICT skills commensurate with the scope of the post.

**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](mailto:application@ohr.int)***

***Reference number: 2011/038***

***Closing date for applications: 21 October 2011***

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