

# Spokesperson – Press Office

## PURPOSE AND SCOPE OF THE POSITION

The function of the Spokesperson is to support the work of the press office, with special emphasis on regional campaigns, in order to promote the Dayton peace process and the policies of the Office of the High Representative (OHR).

The incumbent will work under the general and direct supervision of the Head of the Press Office and in close consultation with the Heads of Public Affairs in Regional Offices.

## DUTIES AND RESPONSIBILITIES

1. Develop a familiarity with public opinion and the political agenda of local parties, by carefully studying media in BiH, gathering information in the field, and co-operating closely with the relevant OHR staff.
1. Pro-actively develop and implement short-term and long-term strategies aimed at strengthening the confidence of the population of BiH in the goals of the Dayton peace process and in the policies of the OHR, in conjunction with OHR spokespeople and OHR staff.
1. The following tasks to be performed by the Spokesperson with the support of the other spokespeople, should be part of these strategies:

1. Develop productive contacts among key journalists – in BiH and abroad – and brief them regularly.
  2. Suggest and produce press lines and press releases.
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1. Organise and participate in local TV and radio programmes
  2. Produce and place newspaper articles and letters to the editor.
  3. Suggest and organise public and media appearances by the High Representative and other senior OHR staff.
  4. Design public information campaigns and produce them in conjunction with the public information officer.
  5. Advise other international organisations on their public information campaigns.
  6. Work in the OHR offices in Sarajevo and in regional offices.
  7. Follow OHR policies by attending policy meetings in Sarajevo and regional offices, and advise on press and media issues.
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1. Carry out other duties as required.

## PROFESSIONAL QUALIFICATIONS/REQUIREMENTS

1. University degree essential
2. Minimum of 5 years experience in journalism or public affairs essential
3. A thorough understanding of the Dayton peace process, the regional political situation and the situation in BiH required
4. Excellent written and spoken English
5. Excellent communication skills
6. Computer skills
7. Ability to work in a team as well as unsupervised
8. Ability to work with people from different cultural backgrounds

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

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 406/01