

STAFF ASSISTANT PRINCIPAL DEPUTY HIGH REPRESENTATIVE CABINET

Duty Station: Sarajevo
Contract Type: Intern
(Unpaid)
Department: Principal
Deputy High Representative Cabinet

PURPOSE AND SCOPE OF POSITION

The post holder will work on a range of substantive issues targeted to ensure effective support of broader activities of the OHR.

DUTIES AND RESPONSIBILITIES

- Research, gathering of information and analysis of political developments related to OHR mandate;
- Ensuring follow-up to initiatives undertaken by the Political Section and Cabinet;
- Producing reports of meetings, drafting correspondence;
- General office management, including the scheduling/organizing of meetings, maintaining archives and other types of administrative support.
- Any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree, preferable in political science;
- Solid knowledge of current political, economic and

- social situation in Bosnia and Herzegovina;
- Native English speaker;
 - Communication skills in local language (BHS) is an asset;
 - General communication skills are essential;
 - Confidentiality;
 - Excellent organizational skills;
 - Excellent computer skills;
 - Very good interpersonal skills to interact with both international and local experts;
 - Ability to cope with stress and work with people of various cultural backgrounds;
 - Willingness to work long hours;
 - Ability to work in a team as well as independently and with minimal supervision;
 - Mature judgement.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int***

***Reference number: 2025/003
Closing date for applications: 30 April 2025***

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