

# STAFF ASSISTANT

## PRINCIPAL DEPUTY HIGH REPRESENTATIVE'S CABINET

DUTY STATION: Sarajevo

CONTRACT TYPE: International/National Contractor

GRADE: 7

CONTRACT DURATION: (short-term, 4 months)

### PURPOSE AND SCOPE OF POSITION

The incumbent works in the Cabinet of the Principal Deputy High Representative (PDHR) under the direct supervision of the Head of PDHR's Cabinet/Senior Policy Advisor and in close coordination with the Head and Deputy of the High Representative's Cabinet (HR).

The incumbent is responsible for drafting talking points, speeches, short remarks, and other correspondence for the HR, and editing products produced by others for use by the HR and PDHR. Under the supervision of the Head of PDHR's Cabinet/Senior Policy Advisor and in coordination with the PDHR and the Head of HRs Cabinet, the incumbent tasks for the HR tracks, and coordinates preparation of written products, briefings, and research by OHR staff for use by the HR, providing context and direction on content as instructed.

### DUTIES AND RESPONSIBILITIES

#### Drafting and Research:

- Drafts straightforward talking points, remarks, speeches, and correspondence for the HR;
- Edits products written by other members of OHR staff for use by the HR and the PDHR;
- Conducts straightforward research on local and

international issues, institutions, and interlocuters.

### **Tasking, Tracking, and Knowledge Management:**

- Based on requirements identified by the HR and PDHR Cabinet, tasks for the HR preparation of talking points, speeches, remarks, and other written products for use by the HR;
- In coordination with the PDHR and the Heads of the HR's and PDHR's Cabinets, provides context and strategic direction to drafters as directed;
- Closely cooperates with the OHR Departments in the drafting of written products and briefing materials for the HR;
- Ensures timely completion of briefing materials for the HR;
- Distributes finished briefing materials to the HR's Cabinet and internal stakeholders, including field offices and the Archive Officer; and
- Maintains a working archive of written products, biographic materials, research material, and other background material for reference.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree with three years of relevant experience OR Master's degree with 1 year of relevant experience;
- Knowledge of the BiH political situation, relevant domestic institutions, and issues;
- Native-level oral and written English language skills;
- Strong drafting and copy editing skills;
- Advanced computer skills (literacy in MS Windows, Outlook, Excel, PowerPoint);
- Excellent organizational skills and ability to take initiative and work independently;
- Flexibility and ability to cope with stress and long working hours; and

- Ability to work with people of different cultural backgrounds; management and negotiation skills.

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

**Reference number: 2022/044**

**Closing date for applications: 24 July 2022**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**