WITNESS PROTECTION LANGUAGE / ADMINISTRATION ASSISTANT

Purpose and Scope of the Position

The CIPRU assistant will provide linguistic and administrative support to the Witness Protection Advisor in the Unit as well as linguistic support to other members of the Unit as required. The assistant shall work under the general supervision of the Head and Deputy Head CIPRU.

Duties and Responsibilities

The assistant will be responsible for interpreting for the Advisor in meetings with national authorities and for translating legislation, other legal documents, opinions, and project proposals and official letters. The assistant will be required to provide administrative assistance to the Advisor including filing and document management, receiving and co-ordinating relevant correspondence, organizing and co-ordinating meetings and preparing travel arrangements. In this regard, the assistant will work closely with the Executive Assistant to the Head and Deputy Head of CIPRU and other CIPRU assistants. The assistant will perform other duties as assigned by the Head and Deputy Head of CIPRU.

Professional Requirements / Qualifications

§ Completion of secondary school and relevant University Qualification

§ Excellent command of spoken and written English

§ At least 3 years of relevant working experience

§ Very good interpersonal skills to interact with both international and national

experts

§ Computer literate

§ Flexible and willing to work long hours and in a team

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
Please quote reference No. 2003 / 040
Closing date for application: 4 March 2003