**SHORT TERM ASSISTANT - BRIGHT BEGINNINGS PROGRAM**

The World Bank is one of Bosnia and Herzegovina’s (BiH) largest and most important development partners and will soon celebrate 30 years of support to the people of BiH. The World Bank support during these years has included over $3 billion in 120 plus projects and a current portfolio of 13 active operations totaling around $770 million. Areas of support include health care, road modernization, employment and social protection, energy efficiency, local infrastructure, and environment.

The new Bosnia and Herzegovina Country Partnership Framework (CPF) FY23-27 was endorsed by the Board on July 19, 2022. The new CPF program identifies three broad areas that will guide the WB’s engagement even beyond this CPF cycle.  The first area will aim at increased inclusive private sector employment, the second at improved sustainable service delivery, and the third on supporting BiH with improving its resilience to climate change.

The World Bank BiH Country Office Bright Beginnings Program offers recently graduated students valuable, paid, hands-on workplace experience, mentoring and practical training in a work environment.

The Assistant/ Receptionist will work primarily, though not exclusively, in the reception area of the Country Office and will work closely with all members of staff and visitors. As a member of the administration team, the Assistant/Receptionist will report directly to the Country Manager and work in close coordination with office program assistants. The Receptionist’s expected duties and task are as follows:

* Operating the telephone switchboard system by taking comprehensive and accurate phone calls/messages, routing them to the proper source for answering;
* Welcoming, screening and directing visitors to the Country Office;
* Sending, distribution, copying and filing of all income mail;
* Organizing shipment of CO diplomatic pouch when needed;
* Occasional assistance on operational tasks;
* Taking ad-hoc tasks assigned by the Country Manager and Executive Assistant.

The preferred applicant should have the following qualifications/skills:

* Recent university graduate, studies completed within the past year;
* Fluency in both spoken and written English and Bosnian/Croatian/Serbian language;
* Excellent Computer skills (MS Office).
* No previous work experience is required.

The position provides an opportunity to gain familiarity with the operations of the World Bank and would therefore best suit a person with an interest in international development. In addition, the candidate should have excellent interpersonal, organizational, and time management skills; should be able to work under pressure and handle several tasks efficiently; and should demonstrate excellent client relations skills.

The appointment is for a non-renewable position with duration of six months. Only short-listed candidates will be contacted.

*If you are interested and meet all the above conditions, please send your CV and one-page cover letter to* *BiH@worldbank.org* *no later than August 25, 2023.*