

RRTF CAPACITY BUILDING ASSISTANT

DUTY STATION: Banja Luka

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The RRTF capacity building assistant is to take on the responsibility for developing local capacity in the NW RRTF area as part of the handover of OHR-RRTF responsibilities. The Capacity Building assistant will report directly to the Regional RRTF assistant and indirectly to the Head of OHR Banja Luka.

DUTIES AND RESPONSIBILITIES

- Implementation of the RRTF NW and Annex 7 Strategy in terms of development of the MHRR Regional centers;
- Liaison with LRRTF members (International Organizations and NGOs, local authorities) on capacity building issues;
- Point of contact for cross border returns for NW RRTF Region with particular emphasis on the Croatian Serb issue;
- Monitoring the selection of the beneficiaries of projects implemented by the national authorities;
- The assistant is often required to work independently. Frequent field trips are necessary;
- The assistant is also expected to convene meetings on her/his own and to write up reports on the results of these meetings. The Capacity Building Assistant should be based in

Banja Luka.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Secondary education (University Degree in Human Sciences/Politics/Law advantage);
- Minimum of one year of work experience in the field of refugee return advantage;
- Demonstrated knowledge of office management;
- Experience in the field of refugee return, knowledge of the property laws an advantage;
- Ability to work in a team but also unsupervised, particularly in pursuing issues to conclusion;
- Good communication skills;
- Excellent written and spoken English;
- Computer skills: familiar with Word Processing and basic spreadsheet skills;
- Ability to complete well defined tasks independently;
- Willingness to undertake frequent field trips;
- Ability to work with people of difference 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
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
application@ohr.int

E-mail:

Reference number: 2003/426 must be quoted

Closing date for applications: 7th October 2003

Only short-listed candidates will be contacted

No telephone inquiries please