

# RETURN AND RECONSTRUCTION TASK FORCE ASSISTANT

**Duty station:** Dobož

**Contract type:** National

**Grade:** 7

## PURPOSE AND SCOPE OF THE POSITION

OHR Dobož is seeking a pro-active and experienced Assistant who will provide support to the RRTF staff in their programs. The incumbent will work under the direct supervision of local RRTF officer Dobož.

## DUTIES AND RESPONSIBILITIES

- To inform changing international staff of RRTF issues as necessary;
- To be present on IC groups which address RRTF issues;
- To serve as interpreter/translator as required;
- To interact with local government officials and DP groups on RRTF issues;
- To maintain regular communication with OHR/Sarajevo and other RRTF offices in BiH;
- Information sharing with other IC offices in AOR;
- To replace the local RRTF Officer as required;
- To conduct field assessments and evaluate funding needs;
- To arrange meetings and serve as note taker as needed;
- All other related duties as assigned by their supervisors.

## PROFESSIONAL REQUIREMENTS AND

# QUALIFICATIONS

- Completed secondary education essential;
- Minimum of two-three years of related work experience either with local returns/DP organizations or international organization involved in RRTF work;
- Knowledge of local conditions and government structures dealing with return and reconstruction;
- Expert knowledge in issues of return and reconstruction;
- Excellent command of oral and written English;
- Ability to interact with government officials, representatives of DP groups, members of the IC, and individuals in the field;
- Excellent computer skills;
- Ability to work pro-actively and under tight deadlines in a small 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](mailto:application@ohr.int)***

***Reference No. 2003/166 must be quoted***

***Closing date for applications: 22 May 2003***

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

***No telephone inquiries please***