

RETURN AND RECONSTRUCTION TASK FORCE OFFICER

DUTY STATION: Brcko

CONTRACT TYPE: National

GRADE: 8

PURPOSE AND SCOPE OF THE POSITION

The incumbent will oversee the work of the Brcko District Department for DPs, Refugees and Housing Issues for the return of displaced persons and refugees and displaced persons ensuring that the Law on the Return of Abandoned Property for Brcko District is respected. He/She will work with legal team to amalgamate the entity laws on the return of abandoned properties and related amendments.

DUTIES AND RESPONSIBILITIES

- Oversee the Brcko District Government Department dealing with returns and ensure that claims are investigated and resolved in a fair and orderly manner and that initiatives from the PLIP cell and international community are respected;
- Provide a plan and targets for the Department for DPs, Refugees and Housing Issues and monitor results on a weekly basis;
- Ensure that statistics submitted are both accurate and timely;
- Work with implementers of shelter projects to ensure that when reconstruction has been completed families return to the repaired properties and leave contested space;
- Work with the government on initiatives for providing alternative accommodation for those who are entitled to it;
- Ensure that alternative accommodation is used as prescribed in the Law of Return of Abandoned Properties and that the statuses of the occupants are

regularly reviewed;

- Work with public affairs to ensure that citizens are aware of the current laws and obligations for the return of abandoned property.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Degree or equivalent in social sciences;
- Excellent oral and written English language skills;
- Work experience with refugee and returns issues;
- Field experience of project implementation;
- Excellent computer skills (Word, Excel, Access);
- Ability to take initiatives to resolving returns problems.

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

***Reference No. 2003/145 must be quoted
Closing date for applications: 13 May 2003***

***Only short-listed candidates will be contacted
No telephone inquiries please***