

# REGIONAL INFORMATION OFFICER

**Duty station:** Sarajevo

**Contract type:** National

**Grade:** 7

## PURPOSE AND SCOPE OF THE POSITION

Planning and drafting, and disseminating OHR and return/property related information direct to the public, in support of national and regional OHR and RRTF objectives.

## DUTIES AND RESPONSIBILITIES

The Regional Information Officer is responsible for, but not necessarily limited to, the following assigned duties:

### General duties:

- Design and implement regional and local OHR/RRTF information strategies;
- Assist in the design and implementation of national OHR/RRTF campaigns;
- Assist the Region, Return and Reconstruction Task Force (RRTF), and Press Office to:
  - identify the information needs of returnees and DPs in particular, and the population in general;
  - identify and maximize appropriate dissemination routes;
- Draft material for publication or broadcast in coordination with OHR staff or other IC partners;
- Develop and oversee production of projects, (e.g. TV documentary films, radio reportages), as appropriate, to support OHR and RRTF goals;
- Disseminate information and materials in support of RRTF and OHR campaigns;

- Liaise with RRTF and OHR partner organizations, DP/ refugee associations and those NGOs active in disseminating returns related information, with the aim of avoiding duplication of effort;
- Identify local design/production means and monitor production of actual materials;
- Support the Press Office with regard to presswork and OHR information campaigns in general. This may include:
  - identifying and organizing press opportunities/ related to return and other issues;
  - coordination of local radio/TV shows, publications or other activities in support of broader Press Office campaigns and strategy;
  - liaison with radio and TV stations in regional AoRs;
  - research for press lines or background material.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- Good communication skills essential;
- Professional experience required in at least one of the following fields: media / press / public information / advisory work (e.g. legal aid) / return or reconstruction e.g. as RRTF, UNHCR or an implementing agency or donor / protection work;
- Experience in Human Rights, specifically in the sphere of property rights desirable;
- Good spoken and written English and Bosnian/Serbian/Croatian and the ability to translate from both languages;
- Secondary Education Required, Specialised Training Preferred;
- Ability to travel extensively in the field, including outside normal working hours;
- Must be able to work effectively within a team;

- Must demonstrate initiative and drive as will be required to work under limited supervision.

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)***

***Please quote Reference No. 2002/058  
Closing date for applications: 11 March 2003***