

LEGAL/PROPERTY ASSISTANT

DUTY STATION: Tuzla

CONTRACT TYPE: National

GRADE: 7

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative and linguistic assistance in the operation of the Department Staff and act as a liaison. He/she will work under the general and direct supervision of Head of Region and Head of Regional RRTF

DUTIES AND RESPONSIBILITIES

- Serve as focal point for the property law implementation covering Tuzla Canton
- Provide complete, consolidated and accurate statistics on property law implementation on a monthly basis
- Provide I –X report on repossessed and sealed property
- Provide HVM report on DO cases
- Provide guidance to the housing authorities on working practices, and advise where legitimate concerns arise
- Serve as OHR Tuzla representative at Human Rights working group sessions
- Provide expert advice to Head of Region and Head of Regional RRTF
- Translate/interpret written and oral communications, on all matters concerning the work of the legal department within OHR Tuzla

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University Degree in Law preferred
- Three-five years' experience in related positions regarding legal or property matters
- Computer literacy, including data bases and Excel

- Excellent written and spoken English
- Ability to work in a team as well as unsupervised
- Willingness to work with people from various cultural backgrounds

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:

Administration Manager
Office of the High Representative
Musala bb, 76 100 Brcko
Bosnia and Herzegovina

Fax: ++387 49 217 560; E-mail: application@ohr.int
Please quote Reference No. 2002/396
Closing date for applications: 7 January 2003