

ASSISTANT RETURN AND RECONSTRUCTION TASK FORCE (RRTF)

PURPOSE AND SCOPE OF THE POSITION

The Return and Reconstruction Task Force (RRTF) Department of OHR Banja Luka is currently seeking a qualified candidate for the position of Assistant. He/she will serve as an office liaison with various local and international institutions and perform the related administrative tasks. The incumbent will work under the general supervision of the Head of Banja Luka Office and under the direct supervision of the Head of the RRTF NW (North-West).

DUTIES AND RESPONSIBILITIES

- To provide support to the Head of RRTF on Regional RRTF issues;
- To assist in liaison with LRRTF members (International Organisations, NGOs and local authorities on ongoing projects/activities);
- To be the point of contact for DP associations and local NGOs at NW RRTF area to assist in and monitor secondary return movements within return and reconstruction projects;
- Point of contact for logistics and administration for the NW RRTF Region;
- Monitoring the selection of the beneficiaries of the respective NGO projects;
- Contact person for the municipal OMI's to ensure verification of movements;
- Liaison with the Housing Verification Mission and MRDP (Ministry for Refugees and Displaced Persons) on problems which occur in the NW RRTF region;

- Convening meetings on his/her own and writing reports on the results of these meetings.

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 two page CV with a one-page cover letter and references to the following:

Administration Manager
OHR Banja Luka
Njegoseva bb, 78000 Banja Luka
Fax +387 (0) 51 330 213
E-mail: application@ohr.int

Please quote Reference No. 2002/230

Closing date for applications: 5 August 2002