Social Policy Advisor – Economic Department

PURPOSE AND SCOPE OF POSITION

The advisor will work with the international economic adviser responsible for social policy in preparing policy analysis and policy recommendations on issues related to the reform of the social safety net, including the health care system. He/she will be responsible for assisting the implementation phases of projects relevant to the reform of the social sector. Tasks include establishing and maintaining relations with relevant actors within the OHR, local authorities, and the international community as well as the preparing of briefings and reports in the relevant field of responsibility. The incumbent will work in close co-operation with the Economic Advisor responsible for social policy, under the general guidance of the Deputy High Representative on Economic Matters and Head of the Economic Department.

The scope of work includes;

a) Liaising with all actors involved

b) Policy analysis and recommendations

c) Reform policy-design, assist and monitor the implementation

d) General Support

DUTIES AND RESPONSIBILITIES

- Liaising with all actors involved
- Establish and maintain close work relations with major counterparts
- Keep on track of ongoing projects and developments of all counterparts
- Policy analysis and recommendations
- Review projects and relevant documentation
- Perform policy analysis and prepare policy recommendations
- Inform and advise the Economic Advisor on Social Policy and the Deputy High Representative on Economic Matters
- Reform policy, design and implementation

- Analysis and design of relevant policy and legislation in conjunction with relevant experts
- In house co-ordination on the different issues
- Work together with the national authorities on the design and implementation of policy and strategy
- General Support
- Prepare all concerned reports and related correspondence

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in relevant field of study (Economics, Law or a study with a focus on Social Science)

- Several years of work experience in the field of social security, preferably with engagement in the health care system
- Thorough understanding of the social, economic, and political landscape in BiH
- Ability to interpret and summarize legal documents
- Excellent command and writing skills in English

- Good diplomatic skills
- Exceptional commitment, and availability to work
- Ability to work under stress, both independently and in a team.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: application@ohr.int

Please quote Reference No. 708/01

Closing date for applications: August 23, 2001