

SENIOR POLITICAL ADVISOR - STRATEGY AND PLANNING

CABINET OF THE HIGH REPRESENTATIVE

DUTY STATION: Sarajevo

CONTRACT TYPE: International Contractor

GRADE: 9

PURPOSE AND SCOPE OF POSITION:

The Senior Political Advisor for Strategy and Planning advises the High Representative (HR) and other senior OHR staff on the strategic positioning of the OHR, with the aim of increasing the operational effectiveness of the organization within the international community and in dealing with the authorities of Bosnia and Herzegovina (BiH). He/she also coordinates within the organization to ensure that the organization's activities are part of an agreed and coherent overall policy, in line with the organisation's mandate.

The Senior Political Advisor for Strategy and Planning also works on concrete policy issues specific to his portfolio, as well as other issues as requested by the HR or Head of HR's Cabinet. He/she also assists the Head of the HR's Cabinet in the management of the Cabinet and liaises with the relevant OHR departments as necessary.

DUTIES AND RESPONSIBILITIES:

- Advises on the strategic positioning of the OHR, including vis-à-vis the members of the PIC Steering Board with the aim of increasing the operational effectiveness of the OHR as well as with the aim to further improve the cooperation and coordination between the OHR and the international community;
- Advises on key strategic issues related to the effectiveness and the future role of the OHR and produces policy papers and action plans on these key strategic issues;
- Provides political advice and support to the HR on policy issues and policy-related activities linked to the OHR mandate, and upon request by the HR or the Head of Cabinet represents the OHR in discussions and negotiations with the relevant BiH authorities;
- Identifies, plans and implements the strategic and operational priorities of the organisation by preparing and coordinating within the Cabinets and the departments the drafting of policy papers and political reports and other such materials;
- Provides advice and support to the HR on issues related to the implementation of the 5+2 agenda, as well as advice and support on elections-related, rule of law and other relevant issues in the Cabinet;
- Supports and coordinates the HR's interactions with national and international counterparts and accompanies the HR and PDHR to meetings, as requested;
- Tasks and contributes to the planning of the work the departments and vets and finalizes departmental submissions for clearance to the HR, prepares briefing materials, read outs of meetings and correspondence;
- Processes correspondence to the HR, tasking departments and ensuring follow-up;
- Deputises for Head of Cabinet when requested;
- Any other tasks as assigned.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- University degree in relevant field of study;
- A minimum of 7 years of work experience, preferably in the field of international relations, and /or government;

- Significant experience in policy-making and analysis, in particular in the Western Balkan context;
- Thorough understanding of the political, social and economic situation of BiH;
- Significant policy experience within international organizations dealing with the Western Balkans region;
- Strong sense of individual initiative and readiness to take the lead on key tasks;
- Excellent English communication and writing skills;
- Ability to work under tight deadlines and time pressure;
- Good communication and interpersonal skills;
- Sense for discretion and confidentiality;
- Flexibility and ability to work long hours and to travel when necessary;
- Bosnian/Serbian/Croatian language skills are an advantage.

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

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
e-mail: application@ohr.int***

***Reference number: 2014/012
Closing date for applications: 20 June 2014***

***Only shortlisted candidates will be contacted.
No telephone inquiries please.***