POLITICAL ADVISOR FOR BIH INSTITUTIONS

POLITICAL/ECONOMIC DEPARTMENT
SARAJEVO

DUTY STATION: Sarajevo
CONTRACT TYPE: National Contractor
GRADE: 8

PURPOSE AND SCOPE OF POSITION:

The Political Advisor will work with a wide variety of partners both within and outside of the OHR. As a member of the Parliament and Government section the Political Advisor will provide political research and analysis of the legislative process in BiH government institutions and tender political guidance and lobbing. The Officer will also maintain working relations with civil servants in the BiH institutions.

DUTIES AND RESPONSIBILITIES:

- Participate in drawing up and implementation of lobbing strategies for ensuring OHR legislative objectives are met in timely fashion;
- Liaise with local political figures on a range of substantive issues targeted to ensure effective support of broader OHR strategies;
- Provide political analysis. Advises on movements in the political environment to ensure OHR policy implementation in the most effective manner;
- Participate in setting the public affairs strategies required for delivering key legislative benchmarks;
- Ensure execution of the required legislative steps necessary for fulfillment of the Mission Implementation Plan; FS/SAA and PfP benchmarks and other IC

initiatives. Elicit political support when necessary;

- Oversee domestic legislative projects and analyze its compatibility with the EU standards in coordination with other OHR departments and IC institutions;
- Provide political research and analysis of the legislative process in the parliament and government institutions of BiH;
- Maintain working relationship with civil servants in the parliament and other government bodies;
- Attend and monitor the sessions of the BiH Parliament, analyze and write reports. Provide political guidance and assessment of the legislative process;
- Government and Parliamentary lobbying;
- Research and follow up on BiH Government meetings/sessions. Co-ordination between State Parliament and Government to facilitate and ensure maximum effectiveness and efficiency in vertical relations among different levels of governments;
- Write briefing materials for the High Representative and his deputies including contributions to the UN and EU Parliament Reports;
- Compile and maintain a comprehensive inventory of reform legislation in the BiH institutions;
- Liaise with other OHR departments and IC agencies on the status of legislation to facilitate adoption of the IC priority reforms;
- Work closely with other OHR departments and IC agencies in setting up criteria for the capacity building programs in order to enhance the capacity of the Parliamentary Assembly of Bosnia and Herzegovina;
- Write reports on legislative drafting, adoption and implementation; .
- Researching and writing background notes on local officials.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University Degree is an advantage, preferably in political science or international affairs;
- Two to four years of progressively responsible experience in political analysis, social science research or closely related field;
- Experience of liaising with BiH government and parliaments, including their Secretariats;
- Experience of liaising with government officials at state, entity and cantonal levels;
- Experience of gathering and compiling data relating to government officials, legislation and policy implementation;
- Experience of tracking the legislative process, including writing reports on government/parliament sessions;
- Excellent English proficiency;
- Computer literacy (Excel, Word);
- Superior administrative and organisational skills.

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: 2011/064
Closing date for applications: 19 September 2011

Only short-listed candidates will be contacted
No telephone inquiries please