SENIOR POLICY ADVISOR AND STAFF COORDINATOR

DUTY STATION: Sarajevo

GRADE: 10

CONTRACT TYPE: International

PURPOSE AND SCOPE OF POSITION:

The Senior Policy Advisor and Staff Coordinator to the Principal Deputy High Representative is responsible for rendering policy advice to the PDHR on all matters, supervising the staff, and developing program plans for implementing the many action items that come to the PDHR. The incumbent works in close coordination with the Front Office of the High Representative, and attends all major policy meetings. The incumbent directs and coordinates actions between the economic, legal, political and press departments in OHR in support of PDHR's priorities. The incumbent serves as primary liaison between the PDHR and international agencies on a wide range of issues, this includes USAID, the World Bank, IMF, European Commission, OSCE, SFOR, NGOs, etc, in order to ensure that all activities are properly integrated and collaboration is effective.

The incumbent works on a variety of sensitive matters, requiring a confidential and personal working relationship with the PDHR as well as confidential relationships with the four Ambassador rank officials that comprise the senior leadership of the OHR. The incumbent is part of the senior staff of the OHR and renders policy advice to, and implements directions in accordance with guidance from the High Representative.

DUTIES AND RESPONSIBILITIES:

The incumbent is responsible for rendering policy advice to the PDHR, and ensuring effective implementation of his priorities. The issues handled by the incumbent vary in accordance with the PDHR's and HR's priorities.

· Act as chief of staff for the PDHR staff/Economic and Management departments and tasks departments as necessary;

· Ensures policy coordination for all issues related to PDHR's activities with the international community and within the OHR;

· Established working groups as issues arise to ensure policies are properly developed and vetted;

· Coordinates policy issues with the HR and his staff;

· Is the main point of contact for the Legal office with the PDHR and with economic community;

· Acts as advisor on all issues related to the economy, law and Dayton constitution;

· Manages and oversees the workload of the staff assistant and the administrative assistant;

· Oversees municipalization project;

· Organizes review of all requests for removals;

· Represents PDHR at all policy level meetings within OHR and with economic community when the PDHR is unable to attend;

· Supervises PDHR staff (Staff Assistant, the special projects media consultant) and administrative assistant. Also supervises summer interns;

· Holds weekly coordination meetings with Senior Economic Advisor, Head and Deputy Head of Economic department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Advanced university degree in Law, International Relations, Politics, Development or other relevant field;

· At least two years experience in international relations with an emphasis on Developmental Economies such as the Balkans, Africa or South Asia;

· Outstanding analytical and drafting skills;

· Proven skills in personal relations;

· Travel availability;

· Analytical and drafting ability;

· Ability to make a substantive contribution and make constructive policy suggestions;

· Speak and write English fluently.

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: 2004/694 must be quoted
Closing date for applications: 21 January 2005

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