HEAD OF FOCA FIELD OFFICE

DUTY STATION: Foca

CONTRACT TYPE: International/ National

GRADE: 8a

PURPOSE AND SCOPE OF THE POSITION

The Head of Field Office shall have primary responsibility for the implementation of the Dayton Peace Agreement and Decisions of the High Representative that pertain to her/his Area of Responsibility (AoR).

The scope of work for this position is the following:

· Institutional Development and Policy

· Monitoring and Implementation

· Co-ordination

· Reporting

DUTIES AND RESPONSIBILITIES

Institutional Development and Policy

· Taking the lead in addressing matters of broader political significance and policy in the AoR under supervision of the Regional Head.

· Promoting the development of democratic, political and constitutional institutions at municipal and cantonal levels supporting implementation of Rule of Law policies.

Monitoring and Implementation

· Promoting full compliance with the terms of the

Dayton Peace Agreement and decisions of the High Representative in the AoR.

· Identifying and, as appropriate, undertaking necessary measures to implement the Dayton Peace Agreement.

Coordination

· Coordination of peace implementation activities of international agencies such as OSCE, EUPM, CAFAO within the AoR. Maintain close liaison with SFOR

· Maintaining close cooperation with Regional Offices and HO with regards to addressing issues pertaining to their field of expertise.

· In addition to the above outlined duties and responsibilities, the Head of Office will have a leadership and supervision role in ensuring and guiding the day to day activities of the OHR Office Staff in Foca (relating but not exclusively to Personnel, Administration and Finance).

Reporting

· Reporting to the Head of Region/ Field Coordination Unit

· Preparing tri-weekly reports for the Regional Office/Field Coordination Unit covering important issues in the AoR as well as planned activities. Special attention shall be given to signalling near-term problems that will require immediate action on the part of the High Representative or other principals.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

· University Degree;

· Excellent command of English – both oral and written;

· Substantial computer literacy;

· At least 5 years of work experience with International organizations or NGOs in a relevant field of work;

· Ability to organize/prioritize, readiness to accept additional related duties;

· Good analytical skills;

· Personal commitment and dedication to the peace process in BiH;

· Prior knowledge of Fieldwork is a distinct advantage;

· Knowledge in local language a distinct advantage;

· Excellent inter-personal skills;

· Thorough, detailed and up to date knowledge of the political situation in BiH and of the Dayton Peace Agreement;

· Detailed knowledge of the OHR's Mission Implementation Plan, its application to date, and the coming year;

· Willingness to work long hours and under pressure;

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771; E-mail: application@ohr.int

Reference No. 2004/533 must be quoted
Closing date for applications: 22 October 2004

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