

POLICE RELATIONS OFFICER

DUTY STATION: Sarajevo

CONTRACT TYPE: National (Short-term)

GRADE: 8

PURPOSE AND SCOPE OF THE POSITION

As a part of a team of professionals, the Police Relations Officer will facilitate communication between the Police Restructuring Commissioner and staff and BiH government and police officials and other officials at the highest level. The Police Relations Officer will work under the general supervision of the Commissioner and under the direct supervision of the Chief of Staff.

DUTIES AND RESPONSIBILITIES

- Managing the flow and content of verbal and written communication between the Police Restructuring Commissioner and staff and BiH government and police officials and other officials at the highest level in line with the terms of reference of the Police Restructuring Commission;
- Liaise with BiH state, entity, cantonal and municipal authorities, and other civil society and non-governmental counterparts, with a focus on judging compliance with the objectives established by Police Restructuring Commission;
- Assess the current political environment, monitor new developments, and formulate recommendations and strategies for achieving the project aims and devise timely corrective measures in case of problems;
- Prepare written progress reports on the development of the Commission's work;

- Provide analysis of media reports related to the Police Restructuring Commission;
- Any other duties as assigned by the Chief of Staff to ensure success of the project.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Masters Degree requested;
- At least 3 years of previous work experience with international organizations with strong background in police matters preferred;
- Detailed familiarity with the political climate in BiH and the region;
- Superior communication skills;
- Superior administrative and organizational skills;
- Excellent written and spoken English skills;
- Excellent computer skills;
- Ability to work in a team setting with people from various cultural backgrounds;

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, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2004/307

Closing date for applications: 13th June 2004

Only short-listed candidates will be contacted

No telephone inquiries please

Selected candidate should start immediately