

# SENIOR POLITICAL OFFICER

**DUTY STATION:** Banja Luka

**GRADE:** 8

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The Senior Political Officer is responsible for providing OHR with political analysis and policy recommendations in the area of responsibility (Republika Srpska) as well as their relationship to the rest of Bosnia and Herzegovina, providing information and advice on political issues with regard to Republika Srpska as well as Cantons 1 and 10.

## **The scope of work for this position is as follows:**

- Policy and Program/Project Development;
- Capacity Building;
- Coordination and Liaison;
- Information analysis and reporting.

## **DUTIES AND RESPONSIBILITIES**

Senior Political Advisor is responsible for, but not necessarily limited to, the following assigned duties and other duties as assigned by Head and Deputy Head of Office as well as the Head of Political Department:

- Assist the Head and Deputy Head of Office as well as the Head of the Political Department in formulating advice to the High Representative on matters related to political issues;
- Work with a wide variety of partners on a range of

substantive issues targeted to ensure effective support of broader OHR strategies in implementing the Dayton Peace Accords;

- Ensure – in close coordination with the Head and Deputy Head of Office – the implementation of the political strategic objectives formulated by the High Representative;
- Supervise work of the other members of the political section and coordinate with other sections of OHR Banja Luka as well as the Political Department/OHR Sarajevo;
- Demonstrate good understanding of the current social, political and economic situation based on public opinion data and personal contacts;
- Provide solid advice and where possible implement capacity building programs in the political field;
- Have regular contact with local political figures/commentators in order to be able to advise on political tendencies and currents that help shape political life in Republika Srpska as well as Cantons 1 and 10.

**Main duties:**

- Provide political advice and assistance to DHR Head of Office (HoO) and OHE Head of the Political Department and to other Sections within OHR Banja Luka;
- Provide political advice and assistance to OHR Sarajevo Political Department;
- Lobby deputies of the RSNA on specific issues of interest to OHR;
- Monitor and write reports on all levels of RS Government;
- Attend, analyze and report on RS Political Parties Congresses;

- Analyze and report on RS Political Parties Main Board meetings;
- Attend and monitor RS political events;
- Analyze and summarize articles/letters for Political Section;
- Coordinate with other Sections of OHR Banja Luka appropriate monitoring, analysis and advice on political issues;
- Maintain contacts with ministries, local authorities, political parties and representatives of the civil society;
- Attend/host meetings with national and international organizations and officials.

#### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University Degree;
- At least three years of professional work experience in the political field preferably as a civil servant or member of an international organization or NGO/advocacy organization;
- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina. Knowledge of Cantons 1 and 10 is an asset;
- Good knowledge of the English language;
- Excellent communications skills;
- Excellent computer skills;
- Confidentiality;
- Excellent organizational skills;
- Very good interpersonal skills to interact with both international and local experts;

- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Mature judgment.

Any personnel 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**  
**application@ohr.int**

**E-mail:**

**Reference number: 2004/034 must be quoted**  
**Closing date for applications: 24<sup>th</sup> February 2004**

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