

# SENIOR POLICY ADVISOR

**DUTY STATION:** Sarajevo

**GRADE:** 10

**CONTRACT TYPE:** International

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

Senior Policy Advisor 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.

- Attends daily senior staff meetings and follows up on all issues arising from these meetings as they relate to the PDHR. Acts on behalf of the PDHR in his absence.

- Attends weekly meetings of the Board of Principals and the Steering Board.

- Attends all major policy meetings with the High Representative and his staff.

- Stays informed on all matters being handled by the PDHR in all areas germane to the overall management of OHR. Coordinates the workflow and work distribution of the office, advises and assists subordinate staff or substitutes for them if required and generally assures the effective performance of the PDHR. Supervises the PDHR's staff in making sure that his schedule is properly maintained and that he is properly briefed and supported for all of his meetings and visits.

- Oversees long range planning of the PDHR's work program, schedule, involving a wide range of considerations, including proper coordination with the HR's personal staff to ensure that proposed activity is consistent with the goals and objectives of the OHR, and that political realities, operational considerations and resource applications are all factored into these plans.

- Ensures that the PDHR is provided with all relevant information, critical analysis and independent counsel necessary to reach decisions on matter in the incumbent's portfolio.

- Manages and implements special projects in non-economic priority areas, such as municipalization, audits of public companies and public administration. This entails designing the OHR strategy, managing other staff, and being

the key contact point with other international agencies and the government.

- Works with the Senior Economic Advisor on all aspects of economic reform, including developing a strategy and recommending priority activities and tracking and lobbying for legislation.

**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;
- Fluent spoken and written English.

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: 2003/509 must be quoted**

***Closing date for applications: 25<sup>th</sup> November 2003***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***