

TRANSLATOR/ASSISTANT OFFICER FOR SUSTAINABILITY OF RETURN

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

DURATION: Until end of the current year

PURPOSE AND SCOPE OF POSITION:

The incumbent should assist the Coordinator on staying informed on developments in the field of sustainability of the return process, contribute to encouraging local ownership of issues related to returnees' ability to rebuild their lives in their place of return.

DUTIES AND RESPONSIBILITIES:

- Accompanying the Coordinator to meetings with local authorities for purposes of translating and assistance;
- Keeping the RRTF field structure updated on legislation, agreements and policies that are related to the sustainability of the return process, and channeling the field structure's feedback on their grassroots level implementation back to the OHR and other IC policy-makers;
- Assisting RRTF field offices' co-ordination activities that are related to the sustainability of the return process;
- Liaising with all RRTF regional offices on specific actions and problems related to sustaining the return process;
- Assist in the design of programmes in the fields of employment generation, capacity building and state building;

- Assist in the preparation of OHR public information campaigns in the field of the sustainability of the return process;
- Prepare letters and documents;
- Maintain the Sustainability Unit's filing system;
- Perform any additional duties as requested by the Coordinator.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University Degree in Social/Political Sciences or Law, preferably with human rights specialization;
- Working experience on Human Rights within International Organizations an advantage;
- Excellent written and oral English skills, as well as excellent local language skills;
- Excellent communication skills and computer literacy essential;
- Ability to complete projects independently;
- Multicultural awareness and sensitivity;
- Ability to work in team environment and under tight deadlines.

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: 2003/490 must be quoted

Closing date for applications: 10 November 2003

Only short-listed candidates will be contacted

No telephone inquiries please