RRTF CAPACITY BUILDING ASSISTANT

DUTY STATION: Banja Luka

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The RRTF capacity building assistant is to take on the responsibility for developing local capacity in the NW RRTF area as part of the handover of OHR-RRTF responsibilities. The Capacity Building assistant will report directly to the Regional RRTF assistant and indirectly to the Head of OHR Banja Luka.

DUTIES AND RESPONSIBILITIES

· Implementation of the RRTF NW and Annex 7 Strategy in terms of development of the MHRR Regional centers;

· Liaison with LRRTF members (International Organizations and NGOs, local authorities) on capacity building issues;

· Point of contact for cross border returns for NW RRTF Region with particular emphasis on the Croatian Serb issue;

· Monitoring the selection of the beneficiaries of projects implemented by the national authorities;

· The assistant is often required to work independently. Frequent field trips are necessary;

· The assistant is also expected to convene meetings on her/his own and to write up reports on the results of these meetings. The Capacity Building Assistant should be based in

Banja Luka.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Secondary education (University Degree in Human Sciences/Politics/Law advantage);

· Minimum of one year of work experience in the field of refugee return advantage;

· Demonstrated knowledge of office management;

· Experience in the field of refugee return, knowledge of the property laws an advantage;

· Ability to work in a team but also unsupervised, particularly in pursuing issues to conclusion;

· Good communication skills;

· Excellent written and spoken English;

· Computer skills: familiar with Word Processing and basic spreadsheet skills;

· Ability to complete well defined tasks independently;

· Willingness to undertake frequent field trips;

· Ability to work with people of difference cultural backgrounds.

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 E-mail: application@ohr.int

Reference number: 2003/426 must be quoted
Closing date for applications: 7th October 2003

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