

# Brcko Coordinator

**Position Title:** Brcko Coordinator (for USA citizens only)

**Department / Section:** PDHR's office

**Duty Station:** Sarajevo

**Contract Type:** One year

**Grade:** 8A/4

## **Purpose and Scope of the Position:**

The primary responsibility of the Consultant is to serve as the liaison between OHR Brcko District and PDHR on issues regarding the winding down of the Supervisory regime and organization of elections in the Brcko District. The Consultant will be responsible for facilitating implementation of the Brcko District transition plan and for advising PDHR on all aspects of that plan. The scope of activities includes, but is not limited to, assisting in the process of harmonizing Brcko District legislation, forging the proper relationship between Brcko District and the State of BiH, and facilitating the preparation for District elections. The Consultant will work under the supervision of the PDHR, and in close contact with the Supervisor of the Brcko District and her staff.

## **Duties and Responsibilities:**

The Consultant is responsible for, but not necessarily limited to, the following assigned duties:

- Closely following developments in the Brcko District and countrywide as they relate to transition of the District out of the Supervisory regime
- Serve as the primary point of contact for OHR Brcko

with OHR Sarajevo

- Advising on and facilitating closer cooperation between the Brcko District and the State of BiH
- Assisting in the process of legislative harmonization, in close contact with the legal department
- Propose course of action or make recommendations based on all available information to the PDHR
- Maintain close cooperation with other units of OHR
- Assist in preparations for elections in the Brcko District.
- Other duties as assigned by the PDHR

The Consultant will be posted in Sarajevo, but will be required to travel frequently between Sarajevo and the Brcko District.

### **Professional Requirements / Qualifications:**

Ø Advanced university degree in Law, Social Policy, Development Economics, Development Management or related field;

Ø Highly desirable if candidate is familiar with the situation in the Brcko District and has at least two-year working experience in Bosnia and Herzegovina;

Ø Outstanding analytical and drafting skills;

Ø Excellent skills in personal relations;

Ø Travel availability;

Ø Ability to make a substantive contribution and make constructive policy suggestions, particularly in the context of aforementioned.

Ø Speak and write English fluently

The donor contributing support for this position has specified that this position is open only to US citizens.

**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: 2003/296 must be quoted  
Closing date for applications: 23 September 2003***

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