

ECONOMIC ADVISOR

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The advisor will prepare policy analysis and prepare policy recommendations on issues related to economic reform in Bosnia and Herzegovina. The advisor will also be responsible for establishing and maintaining relations with national officials and representatives of the International Financial Institutions as well as the donors' community. The advisor will prepare briefing, reports and update relevant to the field of responsibility. He/She will be responsible for all kind of correspondence related to the issues above mentioned. The advisor will work under the general guidance of the Deputy High Representative on Economic Matters and Head of the Economic Department.

DUTIES AND RESPONSIBILITIES:

In particular with regards to Business Environment / Job Creation, the EU Road Map and sustainability, the Economic Advisor is responsible for, but not necessarily limited to, the following:

a) Policy analysis and recommendations

- Performing policy analysis and prepare policy recommendations;
- Advise the Deputy High Representative on Economic Matters for high level interventions;
- Reviewing project and other relevant documents.

b) Reform policy and design

- Analysis and design of relevant pieces of economic legislation in conjunction with relevant external expertise;
- In house co-ordination on different issues;
- Working together with the national authorities and/or implementing agencies on implementation policy and strategy;

c) Liaising

- Briefing and meeting with donor agencies, international agencies and foreign government officials as well as business people;
- Preparing and reviewing documents for conferences.

d) General Support

- Coordinating and writing various reports, strategic papers, progress reports, speeches and talking points for Principals, and other reports on economic reform;
- Preparing all related correspondence;
- Back-up to Economic Advisor on Agriculture, Forestry and Water Management.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree in Economics or related field;
- Thorough understanding of the political, social, and economic landscape in BiH – preferably work experience in BiH;
- Strong personal commitment to peace implementation in Bosnia and Herzegovina;
- Sound communication skills and a strong rapport with donors and domestic authorities;
- Excellent communication and writing skills in English;
- Excellent diplomatic skills;
- Exceptional commitment, flexibility and availability to work;
- Willingness to work long hours under difficult conditions.

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: 2003/217 must be quoted

Closing date for applications: 11 July 2003

Only short-listed candidates will be contacted

No telephone inquiries please