HEAD OF POLITICAL SECTION

DUTY STATION: **Banja Luka**

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

The Head of Political Section will:

· Assist the Head of Office and the Head of the Political Department in formulating advice to the High Representative on matters relating to political issues;

· Work with a wide variety of partners on a range of substantive issues targeted to ensure effective support of broader OHR strategies in implementing the Dayton Peace Accords;

· Ensure – in close coordination with the Head of Office – the implementation of the political strategic objectives formulated by the High Representative;

· Co-ordinate the work with the other members of the political sections as well as other sections of OHR Banja Luka as well as the Political Department OHR/Sarajevo;

· Demonstrate a good understanding of the current social, political and economical situation, which will enable him/her to provide proper advice to individuals seeking guidance;

· Provide solid advice and where possible implement capacity building programs in the political field;

· Liaise with local political figures/commentators in order to obtain grass roots political information.

THE SCOPE OF WORK FOR THIS POSITION IS AS FOLLOWS

· Policy and Program/Project Development

· Capacity Building

· Coordination and Liaison

· Information analysis and reporting

DUTIES AND RESPONSIBILITIES

Responsible for, but not necessarily limited to, the following assigned duties and other duties as assigned by Head of Office and the Head of the Political Department:

- Supervise and evaluate the performance of staff;
- Provide political advice and assistance to DHR Head of Office (HoO) and OHR Head of the Political Department, and to other Sections within OHR BL;
- Provide political advice and assistance to OHR Sarajevo Political Department;
- Attend and monitor RSNA sessions, analyze and write reports;
- Monitor and write reports on all levels of RS Government;
- Attend, analyze and report on RS Political Parties Congresses;
- Analyze and report on RS Political Parties Main Board meetings;
- Attend and monitor RS political events;
- Accompany DHR HoO and/or OHR Head of the Political Department to meetings with RS politicians and government officials at all levels of government in order to translate, take notes, write notes for the file;
- Analyze and summarize articles/letters for Political Section;
- Coordinate with OHR BL Media Section monitoring and analysis of political issues;
- Maintain contacts with ministries, local authorities

and political parties;
- Coordinate and attend/host meetings for Political Section with national and international organizations and officials;
- The alternate for this specific job when the incumbent is away on vacation, ill, absences is the national political officer.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree;
- At least three years of professional work experience in the political field preferably as a civil servant or member of an international organization or NGO/advocacy organization;
- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina. Knowledge of Cantons 1 and 10 is an asset;
- Excellent communication skills;
- Confidentiality;
- Excellent organizational skills;
- Excellent computer skills;
- Very good interpersonal skills to interact with both international and local experts;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Mature judgment.

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

Please quote Reference number: 2003/201
Closing date for applications: 17 September 2003

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