

ASSISTANT HEAD OF RETURN AND RECONSTRUCTION TASK FORCE DEPARTMENT

DUTY STATION: Sarajevo

CONTRACT TYPE: International (open only to citizens of Sweden)

PURPOSE AND SCOPE OF THE POSITION

Under the direct supervision of the Head of the Reconstruction and Return Task Force Department, the incumbent is responsible for leading, coordinating and developing the work of member agencies of the RRTF with a view to encouraging Refugee and DP/RE return to and within BiH, and throughout the region. Department also implements initiatives to build capacity within domestic institutions to lead the return process and serves as a focal point within OHR on all Refugee/Humanitarian issues. The work is conducted through a network of Regional and Local offices, and through coordination forums.

DUTIES AND RESPONSIBILITIES

- Provision of operational and administrative management support for the RRTF Central Secretariat, including tracking progress on going initiatives within each sub-program and within OHR Regional offices;
- Provision of legal and/or policy advice through preparation of background briefings in coordination with relevant departments, regions and sub-program managers;
- Coordination of RRTF inter-agency and governmental meetings, including preparation of speaking notes and necessary documents, as required;
- Preparation and management of Departmental Budget;

- Coordination focal point for initiatives in cooperation with OHR Front Offices, including the cabinet of the Senior Deputy High Representative/German;
- Management, in cooperation with the Deputy Head of RRTF, of personnel issues within the RRTF Secretariat;
- Deputizing for the Head of the Return and Reconstruction Task Force, as requested;
- Any other duties as requested by the Head of RRTF.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Undergraduate degree in international relations, law, political science or other relevant discipline, plus 7 years of working experience in relevant positions, minimum;
- Working knowledge of Bosnia's (or Balkan's) legal system, an advantage;
- Knowledge of refugee and reconstruction issues in Bosnia, also preferred;
- Strong organisational skills;
- Excellent command of written and spoken English.

Anyone meeting these requirements who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emirka Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771

E-mail: application@ohr.int

Reference No. 2003/186 must be quoted

Closing date for applications: 30 June 2003

Only short-listed candidates will be contacted

No telephone inquiries please