

RETURN AND RECONSTRUCTION TASK FORCE ASSISTANT

Duty station: Doboј

Contract type: National

Grade: 7

PURPOSE AND SCOPE OF THE POSITION

OHR Doboј is seeking a pro-active and experienced Assistant who will provide support to the RRTF staff in their programs. The incumbent will work under the direct supervision of local RRTF officer Doboј.

DUTIES AND RESPONSIBILITIES

- To inform changing international staff of RRTF issues as necessary;
- To be present on IC groups which address RRTF issues;
- To serve as interpreter/translator as required;
- To interact with local government officials and DP groups on RRTF issues;
- To maintain regular communication with OHR/Sarajevo and other RRTF offices in BiH;
- Information sharing with other IC offices in AOR;
- To replace the local RRTF Officer as required;
- To conduct field assessments and evaluate funding needs;
- To arrange meetings and serve as note taker as needed;
- All other related duties as assigned by their supervisors.

PROFESSIONAL REQUIREMENTS AND

QUALIFICATIONS

- Completed secondary education essential;
- Minimum of two-three years of related work experience either with local returns/DP organizations or international organization involved in RRTF work;
- Knowledge of local conditions and government structures dealing with return and reconstruction;
- Expert knowledge in issues of return and reconstruction;
- Excellent command of oral and written English;
- Ability to interact with government officials, representatives of DP groups, members of the IC, and individuals in the field;
- Excellent computer skills;
- Ability to work pro-actively and under tight deadlines in a small team.

Any person with this overall professional profile 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
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771

E-mail: application@ohr.int

Reference No. 2003/166 must be quoted

Closing date for applications: 22 May 2003

Only short-listed candidates will be contacted

No telephone inquiries please