ECONOMIC ASSISTANT

DUTY STATION: Banja Luka

CONTRACT TYPE: National

GRADE: 7

PURPOSE AND SCOPE OF THE POSITION

The qualified Economic Assistant is responsible for surveying the various aspects of transition into a market economy in B&H, particularly as it pertains to the Republika Srpska and Canton 1 and 10. The Economic Assistant works interactively with donors and foreign officials as well as domestic government institutions and their representatives. Work content includes:

a.) Monitoring and reporting on:
– the privatization processes (banks and enterprises);
– development of the private sector (including small and medium-sized businesses) and
capital markets;
– social sector (pension and health system; labor regulations);
– budgeting and tax practices, as well as
– internal market regulations, foreign direct investment and foreign trade.

b.) Liaison with domestic and foreign officials;

c.) Data analysis.

DUTIES AND RESPONSIBILITIES

Monitoring/Reporting

· Monitoring and reporting on various laws, decrees and decisions pertaining to transition initiatives in the RS also

in Canton 1 and 10;

· Producing regular updates/reports on key economic reform and reconstruction initiatives in the RS and in Canton 1 and 10; producing statistical data regarding the same;

· Observing relevant debates and discussions of economic laws in the RS National Assembly or cantonal assemblies and informing on relevant political developments.

Liaison

· Consulting with key economic ministries such as Finance or Industry and Technology and high level administrations such as the Directorate for Privatization in the RS or cantonal privatization agencies;

· Maintaining relations with donors and foreign officials, including participation in working groups, seminars or workshops;

· Participating in meetings with the RS or cantonal governments, non-government institutions or companies, and informing the Economic Department in Sarajevo, other sections in Banja Luka or senior officials of the OHR Office in Banja Luka about the meetings and consultations.

Analysis

· Analysing available statistical data and reporting on economic trends.

General/Administrative

· Undertaking other relevant duties (arranging meetings, drafting correspondence, producing translations, filing, etc) as requested by the Head of the regional office, the Deputy High Representative – Head of Economic Department, or the Head of the Economic Section at OHR Banja Luka;

· Any and all other duties required for the completion of their work.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

· University degree in Economics or related field; graduate degree would be an advantage;

· 3 years of experience in area of expertise;

· Knowledge of the B&H economic space, relevant domestic institutions and issues pertaining to transition economies;

· Excellent command of oral and written English language;

· Excellent communication skills;

· Ability to take initiative and work independently;

· Ability to work with people of different cultural backgrounds;

· Availability to travel when needed;

· Commitment to peace implementation in Bosnia-Herzegovina.

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:

Office of the High Representative
Njegoseva bb, Banja Luka
Bosnia and Herzegovina

Fax: ++387 51 330 213 or E-mail: application@ohr.int

Please quote Reference No. 2003/036
Closing date for applications: 27 February 2003