RRTF Officer

VACANCY NOTICE

RRTF OFFICER

RETURN AND RECONSTRUCTION TASK FORCE (RRTF) – TUZLA

Duty Station: **Zvornik**

Contract Type: **International**

PURPOSE AND SCOPE OF THE POSITION

The position involves extensive contacts with the local authorities, Dps/returnees and other players in the region to achieve OHR/RRTF objectives. The RRTF Officer should be willing and capable of coordinating with all local partners within the RRTF structure. The RRTF Officer is expected to be flexible and able to cope with the demands of working in a frequently challenging field environment.

DUTIES AND RESPONSIBILITIES

· Regular contact with the local authorities to encourage implementation of OHR/RRTF and wider IC policies

· Maintain regular contact with donors/NGOs within the

RRTF framework

· Organize and host weekly inter-agency and monthly RRTF meetings

· Provide analysis and insight about political, economic, social and other events of interest to OHR/RRTF and IC partners

· Develop and strengthen contacts with DP/returnee Associations and other civilian groups in the area.

· Brief visitors and operational partners on the local situation and developments

· Provide regular written reports to OHR/RRTF with particular reference to return movements and political developments affecting the RRTF region

· Supervision of two national staff

· Can be replaced by the RRTF Assistant/Interpreter in the event of absence

· Duty driving as required

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· University degree

· Excellent spoken and written English

· Previous work experience in a similar position essential

· Valid Drivers License for 4×4 vehicles

Any personnel with the above qualifications should provide (in English) a CV with one-page cover letter including references to:

Administration Manager

OHR
Musala bb, 76000 Brcko
Fax : +387 (0) 49 217 560 ***E-mail: application@ohr.int***

Please quote Reference number: 2003/027

Closing date for applications: 17 February 2003

No telephone enquiries please

Only short listed candidates will be contacted and advised of exact dates of duration of contracts