

# **Economic Assistant; Economic Department**

## **PURPOSE AND SCOPE OF POSITION**

The Economic Assistant will be responsible for surveying of the various aspects of transition into a market economy in BiH, particularly as it pertains to the Republika Srpska and in Canton 1 and 10, too. The Economic Assistant will work interactively with donors and foreign officials as well as domestic government institutions and their representatives. He/she will work under the general supervision of the Head of the OHR Banja Luka Office and under the direct supervision of the Head of the Economic Section Banja Luka whilst recognizing the general responsibility of the Deputy High Representative – Head of the Economic Department (in Sarajevo). Work content will include:

- a.) Monitoring and reporting on:
  - the privatization processes (banks and enterprises),
  - the 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. Liaison with domestic and foreign officials;
- b.) Liaison with domestic and foreign officials;
- c.) Data analysis.

## **GENERAL DUTIES**

### **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, analyzing and producing statistical data regarding the same, and drafting papers for decision-making on economic policy issues;
- 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, regulations, laws etc. and reporting on economic trends and developments.

## **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/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 BiH economic space, relevant domestic institutions and issues pertaining to transition economies;
- Excellent command of oral and written English language;
- Excellent communication skills;
- Computer literate;
- Ability to take initiative and work independently;
- Ability to work with people of different cultural backgrounds;
- Availability to travel when needed;

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

**OHR Administrative Officer**

**Njegoseva bb, 78000 Banja Luka**

**Fax: +387 (0)51 217 091**

**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference No. 2002/270**

**Closing date for applications: 5<sup>th</sup> October 2002**

**No telephone enquiries please.**