

Regional Assistant Information Officer; RRTF Department

PURPOSE AND SCOPE OF THE POSITION

The RRTF Office in Mostar, which covers Hercegovacko-Neretvanski Canton is currently seeking a qualified candidate for the position of Regional Assistant Information Officer. He/she will be responsible for planning, drafting and disseminating return and property related information direct to displaced persons (DPs)/returnee population in support of RRTF objectives. The incumbent will work under the technical supervision of the OHR Public Information Manager (Sarajevo) and under direct supervision of the Regional Head of RRTF with coordination as required with the Press Office in Sarajevo and Mostar.

DUTIES AND RESPONSIBILITIES

- Designing and updating regional and local RRTF information strategies;
- Assisting in the design and implementation of national campaigns;
- Assisting RRTF and the Press Office to identify needs of returnees and DPs;
- Assisting RRTF and the Press Office to identify and maximize appropriate dissemination routes;
- Drafting material for publication or broadcast in coordination with OHR staff or other IC partners;

- Developing and overseeing production of materials (e.g. radio shows, leaflets) to support OHR and RRTF goals;
- Dissemination of information and materials;
- Liaison with Regional and local RRTF members, DP/refugee associations and those NGO's active in disseminating returns related information, with the aim of avoiding duplication of effort;
- Supporting the Press Office with regard to OHR information campaigns in general. This may include:
 - identifying and organizing press opportunities/related to return and other issues;
 - coordination of local radio/TV shows, publications or other activities in support of broader PA campaigns;
 - liaison with radio and TV stations in regional AoRs;
 - research for press lines or background material.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University education required, specialized training preferred;
- Good communication skills essential;
- Professional experience required in at least one of the following fields: media / press/ public information / advisory work (e.g. legal aid) / return or reconstruction e.g. as RRTF, UNHCR or an implementing agency or donor / protection work;
- Experience with DP/Refugee issues, specifically in the sphere of property rights desirable;
- Ability to communicate in English, with good reading /writing skills;

- Need to be able to travel extensively in the field, including outside normal working hours;
- Ability to work effectively within a team;
- Must demonstrate initiative and drive as will be required to work under limited supervision.

Any personnel with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter in confidence to:

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614

E-mail:

application@ohr.int

Please quote Reference No. 2002/252

Closing date for applications: September 17, 2002

**Only short-listed candidates
will be contacted**

No telephone enquiries please