

EXECUTIVE RESEARCH OFFICER TO THE SENIOR DEPUTY HIGH REPRESENTATIVE AND HEAD OF RULE OF LAW PILLAR OHR SARAJEVO

PURPOSE AND SCOPE OF THE POSITION

The Cabinet of the Senior Deputy High Representative of the OHR Rule of Law Pillar in Sarajevo is currently seeking a qualified candidate for the position of Executive Research Officer to the Senior Deputy High Representative. The work of the Executive Research Officer will primarily focus on issues pertaining to all aspects of the OHR Rule of Law and Judicial Reform Program under one section. The Pillar contains the following elements: Serious Crime Unit (SCU), Legal Reform Unit (LRU), Independent Judicial Commission (IJC), Co-ordination and tracking unit which will include Rule of Law Task Force, Training and Capacity Building co-ordination, Co-ordinator for the Public Outreach/Media Program and Co-ordination function with IPTF and the follow on EU Police Mission.

Work content will include:

- Monitoring and reporting on various issues concerning Rule of Law and Judicial Reform Program as well as (SCU), (LRU), (IJC) etc.
- Research
- Writing and translation
- Administration.

DUTIES AND RESPONSIBILITIES

Monitoring and Reporting

- Monitoring the work of the Rule of Law Pillar and keeping the SDHR, Deputy High Representative and Political Advisor informed about all issues and developments concerning the same.
- Attending meetings and sessions as required by the SDHR or his Political Advisor and reporting their nature and content.

Research

- Researching data necessary for the work of the SDHR and his Political Advisor. This may include information such as names, figures, provisions, rules, and opinions. In conducting his or her research, the Executive Research Officer will consult not only with the OHR's offices and resources but external ones as well.

Writing and Translation

- Drafting letters, texts, and documents and developing charts and tables for the needs of the SDHR and his Political Advisor;
- Taking minutes in meetings as requested by the SDHR or his Political Advisor;
- Translating documents, letters, and press articles for the SDHR Cabinet when it is not possible for the Translator Pool to do so;
- Interpreting telephone conversations with representatives of local authorities when it is not possible for the Translators Pool to do so.

Administrative

- Organising meetings and visits with local authorities;

- Preparing materials and personal files for the SDHR and his Political Advisors.

In the absence of the SDHR's Personal Assistant, the incumbent will also be responsible for:

- Maintaining the SDHR schedule and archive
- Making hotel, airline, restaurant reservations
- Attending to the Cabinet's supplies by making requests to the OHR's General Services Department
- Preparing requests for transport, conference rooms and interpreters
- All other related duties as assigned by their SDHR, Deputy or Political Advisor

PROFESSIONAL REQUIREMENTS

- University degree in the political and/or social sciences or related field
- Minimum of one year of work experience in a similar role
- Knowledge of the BiH political climate, relevant domestic institutions, and particularly issues pertaining to the functioning of the country's Common Institutions
- Excellent English oral and writing skills
- Knowledge of French is an asset
- Computer literacy Microsoft Office 2000 package
- Excellent communication and diplomacy skills
- Ability to take initiative and work independently
- Ability to work with people of diverse cultural backgrounds and commitment to peace implementation in Bosnia-Herzegovina

Any personnel with the above qualifications should provide a CV (in English) with

One-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0)33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2002/220

Closing date for applications: July 25, 2002

Only short-listed candidates will be contacted

No telephone enquiries please