

# Senior Political Advisor – Rule of Law Pillar

## PURPOSE AND SCOPE OF THE POSITION

The Senior Political Advisor will perform policy analysis and prepare policy recommendations for the Head of the Rule of Law (SDHR). He/she will work under the general guidance and direct supervision of the Head of the Rule of Law Pillar (SDHR).

The scope of work for this position is as follows:

- a.) Policy making and analysis
- b.) Co-ordination and liaison
- c.) Special support

## DUTIES AND RESPONSIBILITIES

### Policy making and analysis:

- Perform policy analysis and prepare policy recommendations for the SDHR as appropriate;
- Prepare action to be taken by the SDHR and ensure that a consistent and solid basis exists for such an action; in this context, maintain the strategic priorities of peace implementation;
- Review policy and other documents.

### Co-ordination and liaison

- Monitor the in-house work on different projects and maintain close contact with Heads of Departments regarding the same;

- Present the position and policies of the SDHR on various issues to Heads of Departments;
- Liaise with other international organizations in order to ensure efficient communication and/or coordination on current issues.

### **Special support**

- Support and advise the Head of the Rule of Law Pillar (SDHR) in the performance of his duties;
- Prepare for and accompany the SDHR at meetings;
- Perform other tasks as requested by the Head of the Rule of Law Pillar.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- University degree in relevant field of study;
- Several years of work experience, preferably in the field of international relations, government, and/or public administration;
- Substantial experience in policy-formulation and analysis;
- Thorough understanding of the political, social, and economic landscape in B&H;
- Excellent communication and writing skills;
- Excellent diplomatic skills and cooperative skills;
- Mature judgment and flexibility;

. Ability to take initiative and work in a team setting.

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:

**Personnel Department**

**Office of the High Representative**

**Emerika Bluma 1, 71 000 Sarajevo**

**Bosnia and Herzegovina**

**Fax: ++387 33 283 771**

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

**Please quote Reference No. 2002/204**

**Closing date for applications: 8 July 2002**