

# Head of Government and Parliamentary Section – Political Department

## PURPOSE AND SCOPE OF THE POSITION

Within the OHR's Political Department, the Head of the Government and Parliamentary Section will be responsible for leading the eight persons team, managing relations with Bosnia and Herzegovina's State and Entity institutions, tracking the legislative process, promoting OHR objectives with government officials and legislators and their staffs, and providing political analysis to the High Representative. The individual will help coordinate advice to the High Representative on relations with the State and Entity institutions. The Head of Government and Parliamentary Section will work under the general supervision of the Head of the Political Department and under the direct supervision of the Deputy Head of the Political Department.

## DUTIES AND RESPONSIBILITIES

- Lead and manage a team of political officers covering State and Entity governmental and legislative institutions;
- Liase closely with State and Entity governmental and legislative institutions;
- Track legislative process;
- Draw up strategies for ensuring OHR legislative objectives are met in support of the peace implementation process;

- Provide political analysis to the High Representative;
- Ensure production of high quality briefing material to the High Representative;
- Work closely with other OHR departments and with other IC agencies.

#### PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Relevant university degree;
- Minimum 5 years of professional experience desirable;
- Experience in legislative and governance issues in general and in BiH in particular;
- Deep understanding of the political situation in BiH;
- Excellent oral and written communications skills in English;
- Strategic and creative abilities;
- Ability to work long hours and under the pressure.

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. 2002/188**

**Closing date for applications: 24 June, 2002**