RRTF Assistant – Return and Reconstruction Task Force Department

PURPOSE AND SCOPE OF THE POSITION

The RRTF Office in Doboj is seeking a pro-active and experienced Assistant who will provide services and support the RRTF staff in their programs. The incumbent will work under the direct supervision of local RRTF officer Doboj.

DUTIES AND RESPONSIBILITIES

· To possess expert knowledge in issues of return and reconstruction;

· To inform changing international staff of RRTF issues as necessary;

· To be present on IC groups which address RRTF issues;

· To serve as interpreter/translator as required;

· Interacting with local government officials and DP groups on RRTF issues;

· Regular communication with OHR/Sarajevo and other RRTF offices in BiH;

· Information sharing with other IC offices in AOR;

· To fill in for the local RRTF Officer as required;

· Conducting field assessments and evaluate funding needs;

· Arranging meetings and serve as note taker as needed.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed secondary education essential;
- Minimum of two-three years of related work experience either with local returns/DP organizations or international organization involved in RRTF work;

· Knowledge of local conditions and government structures dealing with return and reconstruction;

- Excellent command of oral and written English;
- Ability to interact with government officials, representatives of DP groups, members of the IC, and individuals in the field;
- Excellent Computer skills;
- Personality and skills to work pro-actively and under tight deadlines in a small team;
- All other related duties as assigned by their supervisors.

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

the following:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 **E-mail:** application@ohr.int

Please quote Reference No. 2002/135

Closing date for applications: June 10, 2002

Only short-listed candidates will be contacted

No telephone inquiries please