

Regional Assistant - Return and Reconstruction Task Force

PURPOSE AND SCOPE OF THE POSITION

The RRTF Office in Sarajevo is currently seeking a qualified candidate for the position of RRTF Assistant. The incumbent will work under the general supervision of the Head of S/ERS RRTF and the direct supervision of the Eastern RS RRTF Officer.

DUTIES AND RESPONSIBILITIES

- To provide assistance in liaison with LRRTF members (International Organisations and NGOs, local authorities on ongoing projects/activities);
- To be the point of contact for DP associations and local NGOs;
- To assist in follow up of LRRTF conclusions;
- To provide support to the RRTF Officer on office administration duties;
- To be the contact person for NGOs operating in Field Office AOR and to assist and monitor secondary return movements within return and reconstruction projects;
- To monitor the selection of the beneficiaries of the respective NGO projects;
- To be contact person for the municipal OMs to ensure verification of movements;
- To liaise with the Housing Verification Mission and the MRDP on problems which occur in the Field Office AOR;
- To complete projects assigned by RRTF Officer independently;
- To organize, convene and create written reports of meetings as requested by RRTF Officer;
- To translate and interpret as and when required;
- To perform all other related duties as assigned by the supervisor(s).

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree and/or comparable work experience
- Ability to complete well defined tasks independently
- Willingness to complete frequent field trips
- Demonstrated knowledge of office management and organizational skills
- Experience in the field of refugee return, knowledge of the property laws, is an advantage
- Good communication skills
- Excellent written and spoken English

- Computer skills: familiar with Word Processing and basic spreadsheet skills.

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:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2002/134

Closing date for applications: June 10, 2002

Only short-listed candidates will be contacted

No telephone enquiries please