RRTF Officer – RRTF Department

PURPOSE AND SCOPE OF THE POSITION

The RRTF Officer Trebinje will be required to act as the liaison point between the OHR RRTF structures, the local authorities, International organizations and NGO's to further the returns process in the south-east of the RS, and for the municipality of Ravno in the Federation. The role requires tact and diplomacy, and the ability to negotiate and pursued the local authorities to follow and implement the policy directives of the International Community and to adhere to the requirements of Annex 7 of the Dayton Peace Agreement. Based in Trebinje, but reporting to the OHR Regional Office Mostar, he/she will be required to travel extensively throughout the area; raise the awareness of the authorities to the returns process and to regularly report to the OHR Regional Office Mostar on the on-going situation in the area.

The RRTF Officer (Eastern RS, AoR RRTF South) will work under the general supervision of the **Deputy High Representative RRTF** and the direct supervision of the **Head of Southern Region RRTF.**

(NOTE: The AoR consists of the municipalities of: Gacko,

Trebinje, Nevesinje, Bileca, Ljubinje, Berkovici (RS) and Ravno (Fed))

DUTIES AND RESPONSIBILITIES

· All activities are to be coordinated through Southern Region RRTF, OHR South

· Co-chair of the Local RRTF; co-ordination of IOs in addressing political and security aspects of return movements in the area (Co-chairing to be agreed with the RRTF International Officer).

· Collate information on all reconstruction activities in the local RRTF area and maintain contacts with implementing agencies at local level

· Co-ordinate IOs in identifying the needs of returnees and DPs. Provide initial local-level prioritisation of funding gaps to Regional RRTF

· Establish contacts with local authorities on return-related issues, and provide political support to UNHCR in moving the return process forward

· Provide up-to-date information and referral services to returnees regarding assistance and other support that they may be eligible to receive

· Provide local-level knowledge on information gaps in the area, to be addressed by the Regional Information Campaign.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Secondary level education essential, University degree desirable

· Minimum of 3 years work experience with the International Community/NGO's preferably in a returns related discipline

· Excellent written and oral English

· Ability to write clear and concise reports

· IT/computer competent (Internet, Microsoft Word, Excel and Powerpoint)

· Ability to work with minimum supervision

· Human Rights knowledge and experience an advantage.

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

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614 **E-mail:**

application@ohr.int

Closing date for applications: April 19, 2002

Only short-listed candidates will be contacted

No telephone enquiries please