

Property Implementation Coordinator – RRTF Department

Legislation (PLIP)

Duty Station: Sarajevo

PURPOSE AND SCOPE OF POSITION

The PLIP Cell is the inter-agency body consisting of the agencies most closely engaged in Property Legislation Implementation (PLIP, the OHR, UNHCR, OSCE, CRPC, and UNMIBH). The PLIP Cell, in turn, coordinates and liaises with the country-wide network of 'Focal Points,' – the property officers of the PLIP organisations – ensuring a harmonious approach to PLIP issues, and a unified policy on the same. It similarly liaises with the relevant national institutions, governmental and non-governmental, at State, Entity, Cantonal and Municipal levels, to promote and facilitate property legislation implementation, enabling greater engagement, ownership and unity of approach among these bodies. The PLIP Coordinator will work under the supervision of the Deputy Head of RRTF.

The scope of work for this position is as follows:

1. Coordination and Liaison
2. Implementation
3. Policy Development
4. Public Relations

DUTIES AND RESPONSIBILITIES

Coordination and Liaison

- Chairing the meetings of the PLIP Cell, which comprehends co-chairing, with the HR/RoL Property Team Leader, the Property Working Group in the context of PLIP issues
- Ensuring, through liaison and coordination, uniformity of approach to implementation issues, on the part of the agencies engaged in property legislation implementation
- With the PLIP member agencies, coordinating the compilation of non-compliance reports on PLIP related issues, and liaising with the RRTF Central Secretariat members and appropriate departments of the OHR on action to be taken with reference to these reports.

Implementation

- Initiating, coordinating and implementing of policy on the above issues, in full liaison and cooperation with the RRTF, HR/RoL, and the PLIP member agencies
- Close collaboration, and, where appropriate, intervention with, local bodies, governmental and non-governmental, engaged in PLIP-related activities, in close coordination and agreement with the RRTF, HR/RoL and the PLIP member agencies
- Supervising the PLIP Secretary and assistant

Policy Development

- With the PLIP member agencies, the Property Team Leader, and the RRTF, assessing needs and coordinating the drafting of legislation-focused documents, including draft amendments to the property legislation, and letters of interpretation and instruction
- With the RRTF Central Secretariat, providing input and

assistance with regard to policy issues relating to the implementation of the Land Allocation Decision

- Collaborating with the USG Budget Support manager on the implementation of policy issues for this project. This includes developing and implementing a work plan for staff of housing offices; assessing the resources of housing offices, and developing ways to increase resources where needed; drafting administrative procedures for RS and Federation housing offices; systematizing and standardizing disciplinary measures of local ministries towards obstructionist housing authorities.

Public Relations

- With the RRTF Central Secretariat, formulating and implementing an approach to capacity-building and partnership with local institutions, and coordinating the approach of the PLIP member agencies to the appropriate institutions, with regard to their ownership of PLIP issues
- With the PLIP member agencies, the Property Team Leader and the RRTF, coordinating press releases and other publications on PLIP issues

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University degree in relevant field, MA preferred
2. Several years of experience working with property issues, preferably in BiH
3. Legal experience or background is advisable

4. Fluency in spoken and written English, proficiency in local language is an advantage
5. Leadership ability and excellent communication skills
6. Background of close collaboration and cooperation with national and international bodies
7. Team spirit

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

Director of Personnel

Emerika Bluma 1, 71000 Sarajevo

Fax : +387 (0) 33 283 771 E-mail: application@ohr.int

Please quote Reference No. 224/01

Closing date for applications: November 16, 2001

Only short-listed candidates will be contacted