Donor Relations / Institutional Development Officer – RRTF

Contract: National / International

PURPOSE AND SCOPE OF POSITION

The Donor Relations Officer will work with a wide variety of partners on a range of substantive issues targeted to ensure that effective mechanisms to sustain returns are encompassed within broader OHR and/or donor strategies. He/she will perform her duties under the direct supervision of Deputy High Representative/Head and Deputy Head of the RRTF Department.

The scope of work for this position is as follows:

- Policy and Program/Project Development
- Capacity Building
- Special Support

DUTIES AND RESPONSIBILITIES

Policy and Program/Project Development

- Developing priorities for return-related projects in cooperation with Domestic Institutions, Regional RRTFs, and RRTF partner agencies
- Promoting the integration of jointly established funding priorities into donor programs
- In cooperation with the Sustainability Officer, crafting project proposals on sustainability issues for submission to donors

Capacity Building

- Establishing a consultative partnership with State and Entity Ministries on MRDP (Ministry of Refugees and Displaced Persons) –with a view towards increasing Ministry capacity to manage the reconstruction and return process
- Monitoring the work of and providing technical assistance to the Federation and RS MRDP Regional Center offices in order to expand existing capacities to support the return process

Special Support

- Coordinating and drafting departmental updates for reports published by the Office of the High Representative
- Drafting responsive letters on departmental issues
- Managing assigned issues relating to staffing, administration, and budget

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree in a relevant field
- 5 years professional experience; previous work experience in field of donor-relations an advantage
- Solid knowledge of socio-political landscape of Bosnia and Herzegovina
- Excellent spoken and written English
- Fluency in written and spoken local language preferred

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:

Director of Personnel

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 E-mail: **application@ohr.int**

Please quote Reference No. 220/01

Closing date for applications: October 30, 2001

Only short-listed candidates will be contacted

No telephone enquiries please