

Legal Assistant - Return and Reconstruction Task Force (RRTF)

PURPOSE AND SCOPE OF THE POSITION

The incumbent will be working on property and return related issue in Sarajevo/Eastern Republika Srpska RRTF area of responsibility. He/she will be advising the Head of the Regional Office and drafting legal documents/letters on legal matters related to the activities of the department. The selected candidate will be working in co-operation with other International Community Organisations implementing policies, laws and devising and applying strategies at the local level in order to promote return and property legislation implementation. He/she will work under the general supervision of the Deputy High Representative for RRTF and under the direct supervision of the Sarajevo Regional RRTF Co-ordinator.

DUTIES AND RESPONSIBILITIES

1. The provision of legal advice, primarily on housing and discrimination matters, to the Sarajevo Regional RRTF.
2. Drafting of legal advice and letters for the Sarajevo Regional RRTF
1. Reviewing decisions by the Cantonal Governments and RS municipalities for legal basis and legitimacy of decisions made.
1. Handling the Individual cases to establish trends and violations by the authorities.
1. Providing a liaison function with Human Rights organisations in the Sarajevo Region
2. Representing the Sarajevo Regional RRTF at Property Meetings
3. Providing general assistance to the Regional Liaison officer
4. Other duties as specified by the Head of the Sarajevo Regional RRTF

DUTIES AND RESPONSIBILITIES

- University Degree in Law

- Minimum of 1 year of work experience in a similar role advantage
- Excellent written and spoken English
- Excellent communication skills
- Computer literacy
- Ability to work with people from difference cultural backgrounds

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

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0)71 283 771 E-mail: application@ohr.int

Please quote Reference No. 214/01

Closing date for applications: August 27, 2001