

# **BUSINESS REFORM OFFICER (BRO)**

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The High Representative launched an initiative on November 12th to dismantle barriers to business growth and job creation. He called this a “bulldozer” effort, and the intention is to help businesses knock down as many roadblocks and cut as much red tape as they can to free up the economy for growth. The committee is comprised of several regional committees throughout the country made up of local business associations. The central activities of the committees are coordinated with the support of OHR.

The Bulldozer Initiative’s approach is to trigger a bottom-up process of identifying, solving and legislating reforms that will have an immediate impact on business growth. The committees are engaged in extensive consultations with a wide range of local stakeholders, and OHR’s involvement serves as a facilitator and delivery mechanism rather than a driver. In this way the initiative aims not only to introduce important reforms, but also to empower and train local groups in advocating for change, and to establish sustainable democratic mechanisms for civic participation in government.

## **DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Business Reform Implementation Manager and the Coordinator of Bulldozer Committee, the BRO will be working in the area of business information collection and analysis.

Working as part of a team, the main functions of the BRO

include:

- Support to Bulldozer process through economic and development policy analysis;
- Assistance in the production of “roadblocks” (short reports submitted by businesses or business associations spelling specific administrative or regulative issues they are facing), including legal commentary;
- Preparation of, and making inputs to, various reports for internal and external/PR use;
- Assist in coordination of Bulldozer roadblock proposal development and strengthening within OHR Econ other OHR departments, and with other external partners and local officials, as needed;
- Assist in coordination of work with pool of legal experts from OHR and externally in legal analysis and reform drafting;
- Interact with local bulldozer committees to keep process flowing and on-track and to assist them in developing and completing roadblock proposals;
- Follow-up to regional and inter-agency Bulldozer initiatives.

**PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Bachelor’s degree in Economics or equivalent experience;
- Fluency in English and local languages, with good writing skills;
- Advanced computer skills (word processing/spreadsheet);
- Excellent analytical capacity;

- Ability to deal with heavy workload and under tight deadlines;
- Ability to work well with lawyers and businesses;
- Excellent organizational skills;
- Ability to speak in public, cross-cultural sensitivity and strong interpersonal skills.

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

**Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
Fax: +387 (0) 33 283 771  
application@ohr.int**

**E-mail:**

**Reference numbers: 2004/024 must be quoted  
Closing date for applications: 11<sup>th</sup> February 2004**

**Only short-listed candidates will be contacted  
No telephone inquiries please**