

# COMMUNITY DEVELOPMENT/POLITICAL OFFICER

**DUTY STATION:** Brcko

**GRADE:** 8

**CONTRACT TYPE:** International

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

The purpose of this position is to:

- Develop strategies for strengthening the institutional framework created by the Final Award, focusing on the relationship between citizens, associations, political parties and institutions;
- Co-ordinate the overall effort for the successful implementation of future District elections leading to public ownership of local institutions;
- Analyze and report on political developments in the District and participate in policy decisions and actions to be taken by the Supervisor.

The scope of this position includes:

- Policy analysis and development;
- Project formulation and implementation;
- Political analysis;
- Direction, co-ordination and facilitation.

## **DUTIES AND RESPONSIBILITIES**

### **Strengthening the institutional framework**

- Monitoring the implementation of the Law on Local Communities

of the Brcko District;

- Reviewing the Government and Assembly's policy of support to associations and local communities based on transparency, fairness and effectiveness; providing recommendations for reform;

- Developing projects that support capacity-building of non-governmental organizations, public participation in decision-making processes and good governance practices;

#### **Coordination of work/programs related to future Brcko District elections**

- Providing analysis and direction for the program for political party reform;

- Acting as OHR – BFAO's contact with all institutions/organizations involved in the preparation of Brcko District elections; facilitating and monitoring progress on election related issues, in particular the Election Law of the Brcko District and the process of voter registration; providing recommendations for action to be taken by the Supervisor; chairing the necessary working groups.

#### **Political**

- Liaising with political actors in the District to ensure efficient communication on political issues;

- Analyzing and reporting on political developments in the District;

- Assisting in preparing policy decisions and actions to be taken by the Supervisor, as appropriate.

**Coordination** of the activities of IC actors in the District in the fields of democratization, good governance and political party reform.

**Management and supervision** of two staff members dealing with Community Development and Political Affairs.

#### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Masters degree in relevant field;
- Several years of working experience in post conflict society;
- Thorough understanding of the political and social landscape of the Brcko District an advantage;
- Experience in mediation strongly desirable;
- Excellent analytical skills and the capacity to develop guidelines for action;
- Excellent communication skills;
- Excellent command of both written and oral English;
- Knowledge of Bosnian/Serb/Croatian an advantage;
- Computer literacy.

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 number: 2003/218 must be quoted***

***Closing date for applications: 28<sup>th</sup> July***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***