

# Deputy Head of Office, OHR Brcko

**Position Title:** Deputy Head of Office, OHR Brcko

**Department / Section:** Front Office OHR Brcko

**Duty Station:** Brcko

**Contract Type:** Consultant

**Reporting/Supervisory Line:** Head of Brcko Final Award Office (BFA0) and International Supervisor for Brcko

## Purpose and Scope of the Position;

Under the general and direct supervision by the Supervisor for Brcko, the Deputy Head of the Office will work with a wide variety of partners on a range of substantive issues targeted to implement the Dayton Peace Accords and the Final Arbitration Award for Brcko. The Deputy Head of Office will develop and maintain an excellent understanding of the current situation in BiH and in particular in the Brcko District of BiH which will enable him/her to fully support the Head of Office and Supervisor of Brcko in the performance of his/her duties. The Deputy Head of Office is expected to consult with and advise the Head of Office on all cross-cutting issues, provide advice, and support to the staff in meeting their departmental objectives as required.

The scope of the position requires skills in the following areas:

- leadership and management
- capacity development and institution building
- coordination, liaison and mediation
- conflict resolution
- information analysis and reporting

### **Duties and Responsibilities;**

- Ensure the effective day-to-day functioning of the BFA0 in implementing the Supervisor's mandate in accordance with the Supervisor's guidance and instructions;
- Monitor the implementation of requirements from the Arbitral Awards and decisions by the Peace Implementation Council in close coordination with, and as instructed by, the Supervisor;
- Maintain close cooperation with the District Officials, Brcko based international organizations (in particularly with OSCE, EUFOR, EUPM) and relevant points of contacts in the OHR Headquarters;
- Assume responsibility for projects and subject areas as directed by the Supervisor;
- Propose measures/actions to the Supervisor for measures aimed at effective implementation, monitoring, supervising;
- Represent the Supervisor's policy internally and vis a vis local stakeholders;
- On behalf of the Brcko Supervisor, co-ordinate the effective management of BFA0;
- Replace Supervisor in his absence;
- Perform other duties as assigned.

### **Professional Requirements / Qualifications;**

- Knowledge of current political, security, economic and social situation in Bosnia and Herzegovina generally and

- more specifically in Brcko District of BiH;
- Completion of an university degree in political science, international relations, or equivalent experience;
  - Minimum of three years experience in the leadership and management of a medium to large organization;
  - Excellent cross-cultural, communication and interpersonal skills;
  - Fluency in written and spoken English language;
  - Some fluency in written and spoken local language desired;
  - Computer literate, with familiarity in MS Outlook and MS Word

**Any person 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      E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number: 2010/053  
Closing date for applications: 20 September 2010***