HEAD OF FIELD COORDINATION UNIT

DUTY STATION: Sarajevo

CONTRACT TYPE: National/International

GRADE: 8/9 (To be determined by the reviewing panel)

PURPOSE AND SCOPE OF POSITION

To coordinate and monitor the work of the Regional and Field offices, thereby strengthening and enhancing the inter-sectoral/departmental coordination between the HQ and the field. The unit will be responsible for communicating instructions to the field and for devising and running the reporting system, being responsible for the delivery, sharing and distribution of information from the Field-HQ-Field. The Unit is designed to improve the flow of information: it will avoid imposing overly rigid or onerous bureaucratic arrangements. It will need to distinguish carefully between operationally useful and important information, and filter out the rest.

DUTIES AND RESPONSIBILITIES

· Reporting: The Head of the FCU will supply the Field Offices with weekly reports such as speaking notes and conclusions from the Board of Principals Meeting, Steering Board Ambassadors' Meetings, ECON Task Force Updates and minutes from POL Meetings;

· Additionally, the Head of the FCU will attend the 9:00 daily meetings, from which he/she would prepare a very brief update to be circulated to the Field on a daily basis;

· Meetings: The coordinator should attend on a bi-weekly basis the PDHR's Heads of Department Meeting, on a monthly basis the PDHR's Heads of Region Meeting, and on a bi-annual basis the HR's Heads of Region Dinner at the Residence;

· Analysis: The coordinator shall prepare reports based on the information from the Field and disseminate the reports to the relevant units at HQ. The coordinator will be responsible for drawing up arrangements, subject to discussion between the HR and incoming OSCE HoM, to streamline as much as possible OHR and OSCE political reporting from the field, to seek to make the most of the fact that OHR and OSCE Field Offices are already co-located;

· Acting as liaison between OHR and members of the international community when so required;

· Supervise political officer responsible for the former area of Field Office Sarajevo;

· Actively monitor that OHR Field Offices continuously maintains its focus on the defined core tasks.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University Degree;

· Excellent command of English – both oral and written;

· Substantial computer literacy;

· At least 5 years of work experience with International organizations or NGOs in a relevant field of work;

· Ability to organize/prioritise, readiness to accept additional related duties;

· Good analytical skills;

· Personal commitment and dedication to the peace

process in BiH;

· Prior knowledge of Field work is a distinct advantage;

· Excellent inter-personal skills;

· Thorough, detailed and up to date knowledge of the political situation in BiH and of the Dayton Peace Agreement;

· Detailed knowledge of the OHR's Mission Implementation Plan, its application to date, and the coming year;

· Willingness to work long hours and under pressure.

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

Reference number: 2004/484 must be quoted
Closing date for applications: 10 October 2004

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