

# HEAD OF FIELD OFFICE BIHAC

**DUTY STATION:** Bihac

**GRADE:** 8a

**CONTRACT TYPE:** National

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

The Head of Office Bihac is a component in the OHR field operation comprising Regional Head Offices and Field Offices. Head of Office Bihac represents the Office of the High Representative in his/her designated area of responsibility on all issues pertaining to the implementation of the civilian part of the Dayton Peace Agreement (DPA).

## **DUTIES AND RESPONSIBILITIES**

- Day-to-day, on-the-ground supervision of the implementation of the Dayton Peace Agreement (DPA), monitoring of the activities of local administration to ensure consistency with the DPA provisions and follow-through on decisions of the High Representative in Canton 1;
- Identifying, and, as appropriate, undertaking of measures necessary to overcome obstacles impeding DPA implementation;
- Assisting in the return process in Canton 1, including intervening with local authorities who obstruct the return process, coordinating all reconstruction activities, supporting PLIP, etc.;
- Reporting on political and public activities within the Canton, including local political developments and party activities; progress or problems in the returns process; municipal and cantonal administration; public order issues, etc;

- Coordination of DPA implementation efforts of international agencies within the canton, especially in light of the current streamlining exercise;
- Identification of issues and opportunities relating to economic sustainability;
- Maintaining close cooperation with the Regional OHR office in Banja Luka (notifying the Regional Office of significant events and problems in his/her locality);
- Preparing regular reports for the OHR HQ and OHR Banja Luka covering important issues in the area of responsibility as well as planned activities.

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

- University degree in social science, political science or economics; or equivalent experience;
- Minimum of three years of experience with international peace keeping or institution building activity, preferably in the Balkans;
- Mastery of written and spoken English;
- Computer literacy;
- Demonstrated leadership skill and abilities in areas inclusive of diplomacy; development work and/or democratization (minimum two years of management experience)
- Maturity of judgment and analytic capability;
- Ability to work cooperatively and proactively, provide initiative, sustain pressure and discomfiting circumstances, including long working hours;
- Conflict resolution skills;
- Knowledge of and experience in the region is a

decided advantage as well as ability to communicate in local language.

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***

***E-mail:***

***application@ohr.int***

***Reference number: 2003/488 must be quoted***

***Closing date for applications: 14 November 2003***

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

***No telephone inquiries please***