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 discomforting 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