

# HEAD OF GOVERNMENT AND PARLIAMENT SECTION

**DUTY STATION:** Sarajevo

**GRADE:** 9

**CONTRACT TYPE:** National

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

Within the OHR's Political Department, the Head of the Government and Parliamentary Section will be responsible for leading the eight persons team, managing relations with Bosnia and Herzegovina's State and Entity institutions, tracking the legislative process, promoting OHR objectives with government officials and legislators and their staffs, and providing political analysis to the High Representative. The individual will help coordinate advice to the High Representative on relations with the State and Entity institutions, and will be responsible for directing and managing the legislative aspects of the OHR's reform agenda. The individual will also be responsible, in co-operation with the SDHR G, for improving the capacity and operability of the State institutions.

## **DUTIES AND RESPONSIBILITIES:**

- The Head of Government and Parliamentary Section will lead and manage a team of political officers covering State and Entity governmental and legislative institutions;
- He/she will liaise closely with State and Entity governmental and legislative institutions;
- Track legislative process;
- Draw up strategies for ensuring OHR legislative objectives are met in support of the peace implementation

process;

- Direct the implementation of these strategies, specifically in relation to the legislative output of the Reform Commissions established by the High Representative;
- Lead, manage and direct the OHR's governmental and parliamentary lobbying activity, and ensure that it is effectively co-ordinated between OHR Principals and the different OHR Departments;
- Devising and implementing a strategy, in conjunction with SDHR G, to improve the operability of BiH State institutions, in particular the Council of Ministers;
- Provide political analysis to the High Representative;
- Ensure production of high quality briefing material to the High Representative;
- Work closely with other OHR departments and with other IC agencies.

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

- Relevant University degree;
- Minimum 5 years of professional experience desirable;
- Experience in legislative and governance issues in general and in BiH in particular;
- Management and leadership skills;
- Proven lobbying and negotiating skills;
- Excellent analytical ability;
- Deep understanding of the political situation in BiH;
- Excellent oral and written communications skills;

- Strategic and creative abilities;
- Ability to work long hours and under pressure. .

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](mailto:application@ohr.int)**

**E-mail:**

**Reference number: 2004/403 must be quoted**  
**Closing date for applications: 20 August 2004**

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