

# HEAD OF GOVERNMENT AND PARLIAMENTARY SECTION

**DUTY STATION:** Sarajevo

**GRADE:** 10

**CONTRACT TYPE:** International

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

Within the OHR's Political Department, the Head of the Government and Parliamentary Section will be responsible for leading a nine person team in Sarajevo and co-ordinating information from desk officers in Banja Luka, Bratunac and Mostar, managing relations with Bosnia and Herzegovina's State and Entity institutions, tracking the legislative process, managing lobby strategies that promote OHR transition objectives, providing political analysis to the High Representative, and contributing to strategies that ensure OHR policy objectives are met in support of the peace implementation process, and the EU accession process. The individual will help coordinate advice to the High Representative on relations and policy issues 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 for drafting the High Representatives political speeches, preparing daily talking points and briefings for meetings and letters as appropriate.

## **DUTIES AND RESPONSIBILITIES:**

- To lead and manage a team of political officers covering State and Entity governmental and legislative institutions;

- To liaise closely with State and Entity governmental and legislative institutions;
- Track legislative process;
- Draw up strategies for ensuring OHR legislative and policy objectives are met in support of the peace implementation and transition process;
- Direct the implementation of these strategies;
- Lead, manage and direct the OHR's governmental and parliamentary lobbying activity;
- Provide political analysis to the High Representative;
- Co-ordinate production of high quality briefing material to the High Representative as appropriate;
- Draft political speeches, talking points and political briefings for the High Representative;
- To maintain records of political party compliance with the Dayton Peace Agreement.

#### **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;
- Deep understanding of the political situation in BiH;
- Management and leadership skills;
- Proven lobbying and negotiating skills;
- Excellent analytical ability;

- Excellent communications skills;
- Ability to draft quality documents and speeches;
- Ability 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](mailto:application@ohr.int)***

***Reference number: 2009/64  
Closing date for applications: 16 August 2009***

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