

# HEAD OF POLITICAL SECTION

**DUTY STATION:** Banja Luka

**CONTRACT TYPE:** National

## PURPOSE AND SCOPE OF POSITION

### The Head of Political Section will:

- Assist the Head of Office and the Head of the Political Department in formulating advice to the High Representative on matters relating to political issues;
- Work with a wide variety of partners on a range of substantive issues targeted to ensure effective support of broader OHR strategies in implementing the Dayton Peace Accords;
- Ensure – in close coordination with the Head of Office – the implementation of the political strategic objectives formulated by the High Representative;
- Co-ordinate the work with the other members of the political sections as well as other sections of OHR Banja Luka as well as the Political Department OHR/Sarajevo;
- Demonstrate a good understanding of the current social, political and economical situation, which will enable him/her to provide proper advice to individuals seeking guidance;
- Provide solid advice and where possible implement capacity building programs in the political field;
- Liaise with local political figures/commentators in order to obtain grass roots political information.

## THE SCOPE OF WORK FOR THIS POSITION IS AS FOLLOWS

- Policy and Program/Project Development
- Capacity Building
- Coordination and Liaison
- Information analysis and reporting

## **DUTIES AND RESPONSIBILITIES**

Responsible for, but not necessarily limited to, the following assigned duties and other duties as assigned by Head of Office and the Head of the Political Department:

- Supervise and evaluate the performance of staff;
- Provide political advice and assistance to DHR Head of Office (HoO) and OHR Head of the Political Department, and to other Sections within OHR BL;
- Provide political advice and assistance to OHR Sarajevo Political Department;
- Attend and monitor RSNA sessions, analyze and write reports;
- Monitor and write reports on all levels of RS Government;
- Attend, analyze and report on RS Political Parties Congresses;
- Analyze and report on RS Political Parties Main Board meetings;
- Attend and monitor RS political events;
- Accompany DHR HoO and/or OHR Head of the Political Department to meetings with RS politicians and government officials at all levels of government in order to translate, take notes, write notes for the file;
- Analyze and summarize articles/letters for Political Section;
- Coordinate with OHR BL Media Section monitoring and analysis of political issues;
- Maintain contacts with ministries, local authorities

- and political parties;
- Coordinate and attend/host meetings for Political Section with national and international organizations and officials;
- The alternate for this specific job when the incumbent is away on vacation, ill, absences is the national political officer.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- University degree;
- At least three years of professional work experience in the political field preferably as a civil servant or member of an international organization or NGO/advocacy organization;
- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina. Knowledge of Cantons 1 and 10 is an asset;
- Excellent communication skills;
- Confidentiality;
- Excellent organizational skills;
- Excellent computer skills;
- Very good interpersonal skills to interact with both international and local experts;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Mature judgment.

*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**

**E-mail:**

*Please quote Reference number: 2003/201*

***Closing date for applications: 17 September 2003***

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

***No telephone inquiries please***