

# HEAD OF POLITICAL SECTION

**DUTY STATION:** Mostar

**CONTRACT TYPE:** International

**GRADE:** 8a

## **PURPOSE AND SCOPE OF POSITION**

The Head of Political Section, under the general supervision of the Head of Political Department OHR Sarajevo, and the direct supervision of the OHR South Head of Office, is responsible for monitoring, reporting and advising on political developments at Cantonal and Municipal levels. He is responsible to prepare for the OHR-South Head of Office political analyses and strategies to assist the resolving of raising issues and to support developments of democratic habits in the region. He is also directly involved in precise analyzing of and counseling on matters related to the unification of the City of Mostar as well as to the definition of the OHR strategy in relation to the "Croat" range of problems in Bosnia and Herzegovina.

The scope of work for this position is as follows:

- a) Monitoring, reporting and advising;
- b) Policymaking and analysis;
- c) Coordination, liaison and mediation;
- d) Deputizing for the Head of Regional Office when absent.

## **DUTIES AND RESPONSIBILITIES**

## **Monitoring, reporting and advising**

- Special counsel on matters related to the reforming of the City of Mostar and the electoral system.
- Overall responsibility for providing reports (bi-weekly, short updates whenever required), analysis (factual and perspectives) and advises on political developments in the region to the Head of the Office and the Director of the Political Department Sarajevo.
- Monitoring the work of the cantonal Assemblies and Governments, the Mostar City Administration and the work of the municipal authorities on all political related subjects.
- Maintaining regular contact with political parties representatives, members of citizens associations, elected representatives at Cantonal, City and Municipal levels to collect information (political, institutional, legal, economical, criminal).
- Draft correspondence and prepare reports, memorandums as required.

## **Policymaking and analysis**

- Submit policy recommendations to the Head of Office and to the Political Department in OHR Sarajevo on how to approach general and/or specific institutional and political issues.
- Identify and treat political obstacles to the establishment of good governance and power sharing, to the functioning of canton and municipal structures in respect of the law (minority employment, segregation, administrative rationalisation), to the abolishment of parallel structures (administration, education, health), to the merging of institutions and authorities (health, economy, finance).
- Develop political strategy – specifically for Canton

7, Canton 8, South Eastern Republika Srpska, all municipalities in these three areas and “Croat” related issues.

- Pay special attention to the “Croat” political parties and the political problematic generated by the “Croat” related questions in Bosnia and Herzegovina (political, constitutional, educational, cultural).

### **Co-ordination, liaison and mediation**

- Leading and managing a team of International Political officer and Political Assistants.

- Participating in or chairing working groups in Mostar involving international and/or national partners (regional decisional level, working level).

- Mediating or facilitating meetings between parties in conflict in order to reach solutions and/or agreements (political power-sharing agreements, administrative and/or legal disputes, practical issues).

- Co-ordinate closely with all departments represented in OHR-South in dealing with the political aspects of an every problem arising.

### **Deputizing for the Head of Regional Office when absent**

Performing all needed duties on behalf of the Head of Regional Office when out of the Region.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Relevant university degree;

- Several years of work experience, preferably in the field of international relation, and/ or government. Prior experience in working in BiH and/or former Yugoslavia required.

- Substantial experience in policy-making, political analysis, governance issues.
- Thorough understanding of the political, institutional, social, administrative and economic landscape in BiH.
- Excellent oral and written communications skills in English.
- Knowledge of Bosnian, Croatian or Serbian languages desirable.
- Excellent diplomatic and negotiation skills.
- Serious knowledge in computer literacy required.
- Management skills necessary.

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**  
**application@ohr.int**

**E-mail:**

**Reference number: 2005/082 must be quoted**  
**Closing date for applications: 03 May 2005**

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

**No telephone inquiries  
 please**