Legal / Property Assistant – Rrtf/Legal Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative and linguistic assistance in the operation of the Department Staff and act as a liaison. He/she will work under the general and direct supervision of the RRTF/Legal Adviser.

DUTIES AND RESPONSIBILITIES

- Serve as focal point for the property law implementation in the AOR of Regional RRTF Tuzla

2. Provide complete, consolidated and accurate statistics on property law implementation on a monthly basis

3. Establish and ensure inter-entity property meetings

4. Provide guidance to the housing authorities on working practices, and advise where legitimate concerns arise

5. Serve as OHR Tuzla representative at Human Rights working group sessions

6. Monitor sustainability of returns

7. Provide expert advice to Legal Advisor

8. Translate/interpret written and oral communications, on all matters concerning the work of the legal department within OHR Tuzla

PROFESSIONAL QUALIFICATIONS/REQUIREMENTS

- University Degree in Law preferred
- Three-five years' experience in related positions regarding legal or property matters
- Computer literacy, including data bases and Excel
- Excellent written and spoken English
- Ability to work in a team as well as unsupervised
- Willingness to work with people from various cultural backgrounds

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 218/01