

# 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](mailto:application@ohr.int)

Please quote Reference No. 218/01