LEGAL/PROPERTY ASSISTANT

Duty station: **Tuzla**

Contract type: **National**

Grade: **7**

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 Head of Region and Head of Regional RRTF.

DUTIES AND RESPONSIBILITIES

- Serve as focal point for the property law implementation covering Tuzla Canton;
- Provide complete, consolidated and accurate statistics on property law implementation on a monthly basis;
- Provide I –X report on repossessed and sealed property;
- Provide HVM report on DO cases;
- Provide guidance to the housing authorities on working practices, and advise where legitimate concerns arise;
- Serve as OHR Tuzla representative at Human Rights working group sessions;
- Provide expert advice to Head of Region and Head of Regional RRTF ;
- Translate/interpret written and oral communications, on all matters concerning the work of the legal department within OHR Tuzla.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- 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 person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 500; E-mail: application@ohr.int

Reference No. 2003/174 must be quoted
Closing date for applications: 29 May 2003

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