POLITICAL ADVISER, GOVERNMENT AND PARLIAMENT SECTION

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National (Two Positions)

PURPOSE AND SCOPE OF POSITION:

Within the Government and Parliament Section of OHR's Political Department, the Political Adviser will be responsible for tracking and promoting OHR's objectives with state and entity government and parliamentary officials and their staffs, and providing continuing political analysis and advice to the Head of the Political Department and OHR Principals. The individual will be responsible for advising the Head of the Political Department on the implementation of OHR's objectives – as contained in the Mission Implementation Plan – and assessing the performance of the state and entity institutions in the adoption and implementation of requirements for Euro-Atlantic integration. The individual will also assist the Head of the Government and Parliament section to coordinate advice to the High Representative on relations with the State and Entity institutions and implement the legislative aspects of the OHR's reform agenda.

DUTIES AND RESPONSIBILITIES:

· Track and promote OHR's objectives with state and entity government and parliamentary officials and their staffs;

· Liaise directly with State and Entity governmental and legislative institutions;

· Provide political analysis and advice to the Head of

Political Department on the legislative process in the government and parliamentary institutions of BiH, with a view to encouraging adoption and implementation of strategic reforms which will take the country towards Euro-Atlantic integration;

· Attend and monitor sessions of parliamentary institutions, analyse developments and produce written advice and reports;

· Maintain close working relationships with civil servants in government and parliament and other government bodies, using these contacts to track and promote adoption of strategic reforms;

· Liaise with and direct OHR departments responsible for monitoring drafting, adoption and implementation of strategic reforms.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Relevant University degree;

· Minimum 5 years of professional experience, with direct experience in BiH government institutions an advantage;

· Experience in legislative and governance issues in general and in BiH in particular;

· Proven lobbying and negotiating skills;

· Excellent analytical ability;

· Deep understanding of the political situation in BiH;

· Excellent oral and written communications skills;

· Strategic and creative abilities;

· Ability to work long hours and under pressure.

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 E-mail: application@ohr.int

Reference number: 2004/401, 402 must be quoted
Closing date for applications: 13 August 2004

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