

POLITICAL ADVISOR

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

As a member of the Parliament and Government section the Political Advisor will provide political research and analysis of the political process in the Federation of B&H (FB&H) government institutions. The Political Advisor will be responsible for monitoring political issues through contacts and the maintenance of good relationships with key stakeholders, and reporting on the same, thus tracking and identifying trends and developments in the area of responsibility as well as their relationship to the rest of Bosnia Herzegovina. The Political Advisor will have a good understanding of the current social, political and economical situation, which will enable him/her to provide accurate and timely advice.

DUTIES AND RESPONSIBILITIES:

- Provide political research and analysis of the political process in the FB&H;
- Maintain close relationships with key party personnel and officials, and other stakeholders in the political process;
- Assist in attending and monitoring of the sessions of the FB&H parliament, analyse and write reports when necessary;
- Research and follow up on FB&H Government meetings/sessions;

- Attend, analyse and report on Federation based political party congresses;
- Analyse and report on Main Board meetings;
- Analyse and summarise relevant documents.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Experience of liaising with FB&H political parties;
- Experience of liaising with government officials at state, entity and cantonal levels;
- Experience of gathering and compiling political data and proven ability to write reports on same;
- University Degree is an advantage, preferably in political science or international affairs;
- Two to four years of progressively responsible experience in political analysis, social science research or closely related field;
- Excellent English proficiency;
- Computer literacy (Excel, Word);
- Excellent administrative and organisational skills;
- Ability to work in team as well as independently.

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 E-mail: application@ohr.int***

Reference number: 2006/053 must be quoted

Closing date for applications: 4 June 2006

Only short-listed candidates will be contacted

No telephone inquiries please