POLITICAL OFFICER

DUTY STATION: Banja Luka

CONTRACT TYPE: National (Fixed term contract)

GRADE: 8

PURPOSE AND SCOPE OF POSITION

The Political Officer will work with a wide variety of partners on a range of substantive issues targeted to ensure effective support of broader OHR strategies in implementing the Dayton Peace Accords. The Political Officer will be responsible for monitoring political issues through contacts with clients, and reporting on the same, thus tracking and identifying trends and developments in the area of responsibility (AoR) as well as their relationship to the rest of Bosnia Herzegovina. The Political Officer will have a good understanding of the current social, political and economical situation, which will enable him/her to provide proper advice to individuals seeking guidance. He/she will perform her duties under the direct supervision of the Head of the Political Section.

The scope of work for this position is as follows:

- Policy and Program/Project Development
- Capacity Building
- Coordination and Liaison
- Information analysis and reporting
- Interviewing

DUTIES AND RESPONSIBILITIES

Responsible for, but not necessarily limited to, the following assigned duties and other duties as assigned by Head of Political Section BL:

Main duties:

- Provide political advice and assistance to DHR Head of Office (HoO) and OHR Head of the Political Section and other Sections within OHR BL
- Provide political advice and assistance to OHR Sarajevo Political Department
- Attend and monitor RSNA sessions, analyze and write reports
- Monitor and write reports on all levels of RS Government
- Attend, analyze and report on RS Political Parties Congresses
- Analyze and report on RS Political Parties Main Board meetings
- Attend and monitor RS political events
- Accompany DHR HoO and/or OHR Head of the Political Department to meetings with RS politicians and government officials at all levels of government in order to take notes, write memoranda for record (MFRs)
- Analyze and summarize articles/letters for Political Section
- Coordinate with OHR BL Media Section monitoring and analysis of political issues
- Maintain contacts with ministries, local authorities and political parties
- Coordinate and attend/host meetings for Political Section with national and international organizations and officials
- Act as Acting Head of Political Section in absence of Head of Section
- Backed-up by the political officer (international)

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Solid knowledge of current political, economic and social situation in Republika Srpska and Bosnia and Herzegovina; specific knowledge of Cantons 1 and/or 10 is an advantage;
- University degree, preferably in political science;
- At least five years of professional work experience preferably in international organizations;
- Excellent spoken and written English;
- Fluency in written and spoken local language preferred;
- Excellent communication skills are essential;
- Confidentiality;
- Excellent organizational skills;
- Excellent computer skills;
- Very good interpersonal skills to interact with both international and local experts;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Ability to work in a team as well as independently and with minimal supervision;
- Mature judgment.

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: 2005/145 must be quoted
Closing date for applications: 2 August 2005

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