

# PROJECT COORDINATOR

## **DUTY STATION:**

Sarajevo

## **CONTRACT TYPE:**

Short-term consultancy  
(International/National); 2 positions

## **PURPOSE AND SCOPE OF POSITION:**

The resolution of State Property issues is an important component in the international community's efforts to strengthen state institutions and to underpin prospects for Bosnia and Herzegovina's functional sustainability as a state. In this context, the Peace Implementation Council established the "Acceptable and Sustainable Resolution of the Issue of Apportionment of Property between State and other Levels of Government" as the first of five objectives for the transition of the Office of the High Representative (OHR) into the Office of the European Union Special Representative (EUSR).

Implementation of the State Property Objective requires, as a first step, an inventory of all State Property subject to apportionment as defined by the BiH Council of Ministers' Decision Establishing the Commission for State Property, for the Identification and Distribution of the State Property, and the Specification of Rights and obligations of Bosnia and Herzegovina, the Entities, and the Brcko District of BiH, ("Official Gazette of Bosnia and Herzegovina" 65/05).

State Property subject to apportionment broadly encompasses (1) property belonging to Bosnia and Herzegovina, in its international personality, in accordance with the Agreement on Succession Issues of the Former Yugoslavia and (2) property over which the institutions of the former Socialist Republic of Bosnia and Herzegovina held rights of management and disposal as of 31 December 1991.

The State Property Inventory Project, which is being implemented with the donor assistance of the international community and under the auspices of the Office of the High Representative, provides personnel and resources to compile an accurate, timely and comprehensive inventory of immovable State Property. The aim is to complete the inventory within 30-45 working days, audit the results as needed, and to generally facilitate a speedier resolution of the State Property transition benchmark.

The initiative will be implemented through 16 Field Consultants that will be responsible for reviewing property records in Land Registry Offices throughout Bosnia and Herzegovina, and in cadastre offices, as necessary. The two Project Coordinators will be responsible for supervising the work of the Field Consultants, i.e. field teams, compiling and summarizing the data received from them, and compiling the inventory for one Entity, in accordance with defined guidelines and within set timelines.

The Project Coordinator will be expected to carry out his/her tasks independently, within the established guidelines. He/she will report directly to the Project Manager, under the overall project direction of the Head of the Commercial and Fiscal Law Unit.

#### **DUTIES AND RESPONSIBILITIES:**

- Monitor and supervise the work of the Field Consultants and field teams, provide support and advise them. Ensure that the review of property records and compilation of the relevant data is conducted in accordance with the defined guidelines, which may include spot checks and field visits, as necessary.
- Compile and process the relevant data and documentation on State Property in accordance with the defined guidelines and forward the established data bases (containing all relevant data, i.e. inventory of State Property for the respective Entity) to the Project

Manager and to the Head of Commercial and Fiscal Law Unit.

- Provide full report on the process of data gathering and compilation to the Project Manager and Head of the Commercial and Fiscal Law Unit, including the associated obstacles encountered in the field, assessments on the nature and quality of the data gathered in relation to its intended purpose, and recommendations on mechanisms to overcome encountered obstacles.
- Coordinate the workload between field consultants and cooperate closely with the other Project Coordinator and the Project Manager, in order to ensure maximum efficiency.
- Undertake field level interventions to overcome identified obstacles, as directed by the Project Manager, and within the guidelines established by the Head of the Commercial and Fiscal Law Unit and the Head of the Legal Affairs Department.
- Other tasks as required by the Project Manager, the Head of the Commercial and Fiscal Law Unit, or the Head of the OHR Department for Legal Affairs.

#### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:**

- Law Degree (or advanced degree in a relevant field)
- Have at least three years of relevant professional experience;
- Experience with and/or knowledge of laws regulating in rem rights, property relations and land books is a strong advantage;
- Full computer literacy;
- Experience with database development and management is an advantage;
- Very strong organizational skills;
- Very good knowledge of English language;
- Ability to travel throughout the country and work in the field, also long hours;

- Ability to work with minimal supervision and to operate as a part of a team;
- Proven ability to work under stress and considerable pressure;
- Clean and valid driving license is obligatory;
- Possession of a private vehicle is an advantage.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

***Personnel***

***Office of the High Representative***

***Emerika Bluma 1, 71000 Sarajevo***

***Bosnia and Herzegovina***

***Fax: +387 (0) 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number: 2009/067***

***Closing date for applications: 20 August 2009***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***