

# PROPERTY LAW IMPLEMENTATION OFFICER

**Duty station:** Sarajevo

**Contract type:** National (for OHR employees only)

**Grade:** 8

## PURPOSE AND SCOPE OF THE POSITION

Under the general supervision of DHR and Deputy, and the direct supervision of Property Law Implementation Plan Coordinator the incumbent will be responsible for the co-ordinating and liaising with OHR field focal points, international organisations, municipal housing offices and other relevant bodies, where appropriate, towards implementing the property repossession laws.

## DUTIES AND RESPONSIBILITIES

### General Duties:

- Coordinating activities of the OHR PLIP field Focal Points (FoPs) with respect to the implementation of the New Strategic Direction on Property Law Implementation and its instructions.
- Liaising with supervisors of focal points within other PLIP agencies to ensure coordinated activities in the field with respect Property Law Implementation.
- Analyzing and reporting on the performance of local housing bodies implementing property repossessions with respect to, but not limited to, the following:
  - Alleged housing abuses by elected leaders and other government officials in their work;
  - Prosecutions or other actions taken by domestic institutions investigating and intervening in incidents of alleged abuse of property laws by local officials;
  - Application of self-sufficiency criteria (i.e. Consumer Basket) as the criteria

for granting government funded alternative accommodation;

- Adequacy and progress implementing Work plans of municipal housing bodies; and
- Adherence of local governments to the law in executing evictions of double and illegal occupants, and land allocation beneficiaries.
- Recommending, based upon analysis undertaken, adjustments PLIP related administrative procedures for RS and Federation housing offices
- Drafting, under the supervision of the PLIP coordinator, legislation; administrative instructions; and corrective or other amendments to the property repossession laws, as necessary.

Liaising, as required, with RRTF field staff and other OHR department to ensure dissemination of information on new amendments, administrative procedures etc.

- Coordinate OHR's efforts, within established working groups, the compilation and publication of property law implementation statistics.

### **Other Duties:**

- Provide logistical support to the multi-agency PLIP Coordination Cell, as directed by the PLIP Coordinator.
- Additional duties as assigned by the PLIP coordinator, DHR and DhoD.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- Completed Secondary Education, University Degree preferred
- Minimum work experience of at least 5 years in international organization with at least 2 years working directly on property related issues.
- Excellent knowledge of laws and regulations related to property repossession required

- Excellent written and spoken English
- Excellent computer skills
- Ability to work long hours and under pressure
- Willingness to work with people from different 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, 71 000 Sarajevo  
Bosnia and Herzegovina***

***Fax: ++387 33 283 771      E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2003/037  
Closing date for applications: 14 March 2003***