

Property Legislation Implementation Secretary – Return and Reconstruction Task Force Department

PURPOSE AND SCOPE OF POSITION

The PLIP Cell is the inter-agency body consisting of the agencies most closely engaged in Property Legislation Implementation (PLIP, the OHR, UNHCR, OSCE, CRPC, and UNMIBH). The PLIP Cell, in turn, coordinates and liaises with the country-wide network of 'Focal Points' – the property officers of the PLIP organisations – ensuring a harmonious approach to PLIP issues, and a unified policy on the same. It similarly liaises with the relevant national institutions, governmental and non-governmental, at State, Entity, Cantonal and Municipal levels, to promote and facilitate property legislation implementation, enabling greater engagement, ownership and unity of approach among these bodies. The PLIP Secretary will work under the direct supervision of the PLIP Co-ordinator.

DUTIES AND RESPONSIBILITIES

- Preparing and determining agenda items for PLIP Cell meetings, in coordination with PLIP Cell members and RRTF PLIP
- Preparing detailed minutes of PLIP Cell meetings and distributing to PLIP Cell members and RRTF PLIP
- Liaising as appropriate with RRTF and HR/RoL regional

staff

- Undertaking specific projects as directed by PLIP coordinator including:
 - Drafting procedures related to the PLIP Cell work with Housing Offices
 - Compiling information related to alleged abuses of the Property Law
 - Systematizing the linkages between the eligibility criteria for alternative accommodation and information on income levels, land plot beneficiaries, etc.
- Drafting correspondence
- Collecting information from RRTF and PLIP Focal Points
- Oversight of PLIP Statistics Group
- Assisting with implementation of OHR policy on staff housing

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University degree in relevant field, legal degree preferred
2. Several years of experience working with property issues, preferably within international agencies
3. Legal experience or background is an advantage
4. Fluency in spoken and written English

5. Leadership ability and excellent communication skills
6. Background of close collaboration and co-operation with national and international bodies
7. Team spirit

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV with a covering letter in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Please quote Reference No. 2002/044

Closing date for applications: 5 March 2002

Only short-listed candidates will be contacted

No telephone inquiries please