

# PUBLIC ADMINISTRATION EXPERT

**DUTY STATION:** Sarajevo

**GRADE:** 9

**CONTRACT TYPE:** International (duration limited to one year)

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

Under the direct supervision of the Senior Deputy High Representative (German), the incumbent will be working on issues related to intensifying the BiH Public Administration Reform Agenda and to develop the basics of a project management plan. She/he will work directly under the auspices of the Senior Deputy High Representative (G) in his function as the responsible OHR Principal for Public Administration Reform.

## **DUTIES AND RESPONSIBILITIES**

- The incumbent will l, in consultation with key domestic and international actors, give advice on the design of a comprehensive program for public administration reform in line with the targets identified in the BiH Public Administration Reform Agenda;
- The expert will provide technical advice on improving the relationship/ communication between the political leadership and the administration, aiming at developing the capacity to effectively and efficiently implement large-scale reforms;
- She/he will identify loopholes in the legal framework that impede the efficiency and effectiveness of the administration, and give advice on changes and amendments necessary to address problems. In addition, the advisor will make sure that new legislation is in accordance with the

European Union standards;

- The expert will recognize essential needs of regular statutes beside and in compliance with existing laws and give advice for their design and implementation;
- The incumbent should be able to design the basic structure of a project management plan for feeding in and following up the different steps of the reform program on the certain levels of administration, to make sure that all reform activities are coordinated and are ongoing in accordance of the agreed timelines;
- The advisor will work closely with the current team in the Political Department and other relevant Departments in the OHR, to coordinate PAR with other ongoing reform initiatives;
- She/he will also serve as an interface at technical level between the OHR and other stakeholders including the EC delegation, the National PAR coordinator and others.

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

- Post-Graduate degree in Administrative Law, Public Administration/Management, Political Science, or related field;
- Substantial work experience with similar reform projects in public administration, as a part of this in one or other EU candidate countries;
- Previous experience in designing and implementing public administration reform programs in transition and/or EU candidate countries;
- Previous experience in public diplomacy;
- Ability to analyze complex issues and provide task-focused solutions/project plans;

- Experience in briefing and preparing documents for senior management use or other audiences;
- Familiarity with OHR's mandate in BiH;
- Excellent interpersonal, communications and negotiating skills;
- Fluency in written and spoken English;
- Local language skills.

Any personnel 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  
application@ohr.int**

**E-mail:**

**Reference numbers: 2003/474 must be quoted  
Closing date for applications: 19th November 2003**

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