

# **REGIONAL ASSISTANT INFORMATION OFFICER; RETURN AND RECONSTRUCTION TASK FORCE DEPARTMENT**

## **PURPOSE AND SCOPE OF THE POSITION**

The RRTF Office in Travnik is currently seeking a qualified candidate for the position of Regional Assistant Information Officer. He/she will be responsible for planning, drafting and disseminating return and property related information direct to displaced persons (DPs)/ returnee population in support of RRTF objectives. The incumbent will work under the direct supervision of the OHR Public Information Manager (Sarajevo) and general supervision of Regional Head of RRTF with coordination as required with the Press Office (Sarajevo).

## **DUTIES AND RESPONSIBILITIES**

1. Assisting RRTF and Press office to identify needs of returnees and DPs
2. Designing and updating regional and local RRTF information strategies
3. Assisting in the design and implementation of countrywide information campaigns
4. Drafting material for publication or broadcast in coordination with OHR staff or other IC partners
5. Developing and overseeing production of projects e.g.

radio and TV shows, leaflets etc. to support OHR and RRTF goals

## 6. Dissemination of information and materials

## 7. Liaison with Regional and local RRTF members, DP/refugee associations and those NGO's active in disseminating returns related information, with the aim of avoiding duplication of effort

- Supporting the Press office, which may include:
  - identifying and organising press opportunities/ related to return and other issues
  - coordination of local radio/TV shows, publications or other activities in support of broader PA campaigns
  - liaison with radio and TV stations in regional AoR
  - research / drafting for press lines or background material.

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Secondary education required, specialised training preferred
2. Good communication skills essential
3. Professional experience required in at least one of the following fields: media / press / public information / advisory work (e.g.legal aid) / return or reconstruction e.g. in an implementing agency or in donor/protection work

4. Experience in Human Rights, specifically in the sphere of property rights desirable
  5. Ability to communicate in English, with good reading /writing skills
  6. Need to be able to travel extensively in the field, including outside normal working hours
  7. Ability to work effectively within a team
- Must demonstrate initiative and drive as will be required to work under limited supervision

Any personnel with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter

in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

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

Please quote Reference No. 2002/012

Closing date for applications: February 1, 2002