

REGIONAL FIELD OFFICER

Duty station: Sarajevo

Contract type: National

Grade: 8

PURPOSE AND SCOPE OF THE POSITION

The Regional Field Officer in the Sarajevo Regional Office will draft policy documents relating to economy and the work of the RRTF, maintain contacts with local and international partner organisations, and conduct negotiations with local and regional authorities. The Regional Field Officer should be fully cognisant of all relevant RRTF issues and developments.

The Regional Field Officer will work under the general supervision of the Head of Sarajevo Region. He/she will draft policy documents relating to the work of the RRTF and maintain contacts with local and international partner organisations, and participate in negotiations with local authorities.

Additionally, he/she will serve as a reference point for political issues affecting the Sarajevo Region and provide reports on the general implementation of return procedures, highlighting the need for political intervention or initiating such intervention as appropriate.

The scope of work for this position is as follows:

- Provision of political advice;
- Research and policy making;
- Liaison and coordination;
- Co-ordination, monitoring, and reporting;
- Special support;
- Negotiation.

DUTIES AND RESPONSIBILITIES

Research and policy making

- Researching the needs of returnees and providing knowledge on information gaps in the Area of Responsibility (AOR);
- Collecting information on all economic initiatives and reconstruction activities in the AOR;
- Drafting policy and strategy documents relating to regional economic development and the work of the RRTF;
- Producing bi-weekly reports for the Head of Sarajevo Region.

Liaison, co-ordination and monitoring

- Coordinating with other international organizations in addressing political and security aspects of return movements in the AOR;
- Liaison with international organizations involved in third country returns;
- Establishing and maintaining contacts with local authorities on return-related issues;
- Maintaining contacts with implementing agencies at the local level;
- Co-ordinating closely with the PLIP cell and the IO working on PLIP in the Sarajevo Region on the monitoring of implementation of the Property Laws in the area of responsibility;
- Co-ordinating the participation of International Organizations in the various working groups and at the regular IO co-ordination meetings in the area;
- Co-ordinating with other international organizations in addressing political and security aspects of return movements in the AOR.

Special Support

- Chairing the Sarajevo Local-RRTF NGO and donor co-ordination meetings.

Negotiation

- Conducting negotiations with local authorities on RRTF issues and other

issues relevant to the work of the office of the High Representative.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Qualified academic with a minimum of five years work experience, preferably with the international community;
- Broad understanding of the Dayton Peace Agreement an advantage;
- Excellent oral and written English whilst knowledge of local language is an advantage;
- Excellent inter-personal and negotiation skills;
- Solid understanding of the socio-political landscape in B&H and the Dayton Peace Agreement;
- Willingness to work long hours and under pressure.

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

***Please quote Reference No. 2003/006
Closing date for applications: 17 January 2003***