RRTF Assistant (Housing Verification And Monitoring Project Regional Team Leader)

PURPOSE AND SCOPE OF POSITION

Under the general supervision of **Head of NW RRTF** and the RRTF Assistant/HVM Donor Relations/Institutional Development Officer is responsible for, but not necessarily limited to, the following assigned duties:

The scope of work for this position is as follows:

- Supervision and Management
- Coordination and Liaison
- Information Updates
- Special Support

DUTIES AND RESPONSIBILITIES

Supervision and Management

- Management of local verification staff through the development of weekly work plans
- Supervising the daily administartion of the regional office

Coordination and Liaison

- Coordinating regularly with other regional team leaders throughout the verification process
- Coordinating with the RRTFs and Project Manager to find creative solutions as obstacles to verification arise
- Ensuring coordination and comminucation of all double occupancy cases identifed by verifiers to respective OMIs/MROs; btaining feedback on those cases

- Supervising and coordinating the exchange of information between different teams within the regional office and between Banja Luka regional office and other regional offices
- Coordinating with members of the International Community and relavent OHR departments
- Developing relationships with local governments and housing offices to facilitate the verification process

Information Updates

- Producing regular monthly reports for the project manager of HVM project
- Managing and ensuring regular database updates for the regional office
- Staying abreast of changing legal environment of property rights, and training the team on relevant changes and new polices
- Attending trainings as required by Project Manager, to include training on property rights, stress management, database management and conflict resolution.

Special Support

- Advising the HVM Project Manager on project implementation, particularly with regards to dealings with government officials and co-ordination with other regions
- Ensuring that all empty reconstructed houses are forwarded to respective Focal Points

- Submitting to donors

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completed University Degree or significant work experience in relevant field

2. Experience in managing a team of at least 4 persons

3. At least two years of experience in the field of refugee return, knowledge of the property laws an advantage

4. Demonstrated knowledge of office management

5. Excellent spoken and written English and strong communication skills

6. Computer literacy skills (Microsoft Office software)

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:

Administration Manager

OHR Banja Luka

Njegoseva bb, 78000 Banja Luka

Fax: +387 (0) 51 330213 E-mail: application@ohr.int

Please quote Reference No. 219/01

Only short-listed candidates will be contacted

No telephone enquiries please