

# **RRTF Assistant – Return and Reconstruction Task Force Department**

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

The RRTF Office in Dobož is seeking a pro-active and experienced Assistant who will provide services and support the RRTF staff in their programs. The incumbent will work under the direct supervision of local RRTF officer Dobož.

## **DUTIES AND RESPONSIBILITIES**

- To possess expert knowledge in issues of return and reconstruction;
- To inform changing international staff of RRTF issues as necessary;
- To be present on IC groups which address RRTF issues;
- To serve as interpreter/translator as required;
- Interacting with local government officials and DP groups on RRTF issues;
- Regular communication with OHR/Sarajevo and other RRTF offices in BiH;

- Information sharing with other IC offices in AOR;
- To fill in for the local RRTF Officer as required;
- Conducting field assessments and evaluate funding needs;
- Arranging meetings and serve as note taker as needed.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed secondary education essential;
- Minimum of two-three years of related work experience either with local returns/DP organizations or international organization involved in RRTF work;
- Knowledge of local conditions and government structures dealing with return and reconstruction;
- Excellent command of oral and written English;
- Ability to interact with government officials, representatives of DP groups, members of the IC, and individuals in the field;
- Excellent Computer skills;
- Personality and skills to work pro-actively and under tight deadlines in a small team;
- All other related duties as assigned by their supervisors.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to

the following:

**Administration Manager**

**OHR Brcko**

**Obiliceva bb, 54000 Brcko**

**Fax: +387 49 205 560**

**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference No. 2002/135**

**Closing date for applications: June 10, 2002**

***Only short-listed candidates will be contacted***

***No telephone inquiries please***