RRTF OFFICER

DUTY STATION: Doboj

CONTRACT TYPE: National/International

GRADE: 8

PURPOSE AND SCOPE OF THE POSITION

The RRTF Officer represents OHR in Doboj, an Area of Responsibility that encompasses 19 Municipalities. The RRTF Officer maintains contacts with local and international donors, partner organisations and local authorities as well as participating in negotiations with local authorities. The RRTF Officer is expected to spend a substantial amount of time in the field and be fully cognisant of all relevant RRTF issues and developments.

The scope of work for this position is as follows:

· Liaison and co-ordination

· Research and policy development

· Negotiation

DUTIES AND RESPONSIBILITIES

Liaison and Co-ordination

- Maintains and develops contacts with implementing agencies and partners through bilateral contact and monthly RRTF meetings;
- Maintains contacts with local authorities on return-related issues;
- Provide political support in moving the return process forward;
- Co-ordinates with other international organizations in addressing political and security aspects of return movements in the AOR;
- Establishes and maintains contacts with DP/returnee representatives and associations;
- Hand-over of RRTF tasks to the local authorities.

Research and Analysis

- Prioritization of shelter, infrastructure and economic development needs within the Doboj office Area of Responsibility (AOR);
- Donor development;
- Collection and dissemination of information on all reconstruction activities in the RRTF AOR;
- Provides knowledge of information gaps in the AOR for the Regional Information Officer and produces weekly reports for the RRTF Head of Region;
- Provides analysis and insight with regards to the political, economic and social aspects of return to the Regional office and donors

Negotiation

- Conducts negotiations with local authorities on RRTF issues and property law implementation.

Supervision

- Supervision of FO staff

Administration/Finance

Responsible to overview the financial and administrative operations of the FO.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

· University degree in relevant field;

· Prior experience in reconstruction and DPRE issues is essential;

· Excellent oral and written English, knowledge of local language is an advantage;

· Strong inter-personal and negotiation skills;

- Solid understanding of the socio-political landscape in BiH and the Dayton Peace Agreement;
- Computer literacy;
- Valid Drivers License for 4×4 vehicles.

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. 2003/123
Closing date for applications: April 23, 2003

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