

RULE OF LAW TASK FORCE TRACKING CO-ORDINATOR

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 7

PURPOSE AND SCOPE OF THE POSITION

The Office of the High Representative has developed the Rule of Law Pillar to bring all aspects of the OHR Rule of Law and Judicial Reform Program under one department. The Rule of Law Pillar is located in the Independent Judicial Commission building, which is now designated as the Rule of Law building. The Rule of Law Pillar is headed by Ambassador Bernard Fassier of France, who has been designated as Senior Deputy High Representative for Rule of Law. The scope of the work for this position is to establish and maintain an electronic database where the ongoing efforts of all organisations involved in the Rule of Law area are to be placed and continually updated.

The incumbent will directly report to Deputy Head of Rule of Law Pillar.

DUTIES AND RESPONSIBILITIES

- Ensure the co-ordination of the members and issues within the Rule of Law Task Force;
- Organise Rule of Law Task Force meetings;
- Assist the Rule of Law Task Force Chair;
- Continuously monitor the Rule of Law and Task Force Tracking Mechanism;

- Continuously monitor the progress of implementation with respect to all Rule of Law Task Force benchmarks and timelines;
- Regularly liaise with Lead Agencies such as OSCE, IJC, UNMIBH to be followed by EUPM, and OHR Law Reform working group;
- Insert compiled information from all lead agencies into the tracking mechanism obtaining this from the designated points of contacts in each lead agency;
- Ensure information sharing between agencies while troubleshooting/highlighting problems/concerns to the Rule of Law Chair and others as required;
- Monitor major developments/concerns and reporting to appropriate agency/Rule of Law Task Force Chair;
- Have a working knowledge of common vocabulary for the tracking mechanism.

Liaison and Co-ordination

The Rule of Law Tracking Co-ordinator will be working directly with the Rule of Law Co-ordination Unit and with the other following sections/departments: Serious Crime Unit, Legal Reform Unit, Criminal Institutions and Prosecutorial Reform Unit and Independent Judicial Commission-Judicial Reform. In addition to these internal units they will also maintain close contact and co-ordination with other International Organisations in Bosnia and Herzegovina.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- University degree;
- Minimum 3 years of professional experience in the area of Human Rights;
- Ability to maintain professional contacts with International Organisations;
- Proficiency in both written and oral English. Must be able to make presentations in a professional manner;

- Proficiency in working with computer databases and computer programs.

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. 2003/115
Closing date for applications: 21 April 2003***

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