SENIOR COORDINATOR AND PLANNING ADVISER (readvertised)

POLITICAL AND ECONOMIC DEPARTMENT
SARAJEVO

DUTY STATION: Sarajevo

CONTRACT TYPE: Consultancy (international, full-time)

GRADE: 9

PURPOSE AND SCOPE OF POSITION:

The Senior Coordinator and Planning Adviser will work as part the Office of the High Representative's Political and Economic Department and as such will be responsible for planning, coordinating and implementing the work of the Department under the direct guidance and supervision of the Head Department. He/she will be required to assist the Head of Department in identifying and implementing the strategic priorities of the organization in line with the responsibilities stemming from the mandate. In this context, he/she will be responsible for preparing and coordinating the drafting of plans, political reports and briefing memos on behalf of the department and organization generally. The Senior Coordinator will be expected to liaise with members of the Peace Implementation Council's Steering Board and other partners within the broader international community.

The Senior Coordinator will be expected to perform other duties and functions as requested by the Head of the Political and Economic Department.

DUTIES AND RESPONSIBILITIES:

- Coordinate and contribute to the drafting of memos, briefings and speeches for the Political and Economic Department, and other areas of the organization as necessary;
- Coordinate and contribute to the drafting of regular political and economic reporting;
- In line with the mandate of the organization and under the general supervision of the Head of Department with guidance from the Cabinets and other Departments, promote coordination within the Peace Implementation Council Steering Board, Board of Principals, and the wider international community present in BiH;
- Work closely with the organization's management and all departments within to

identify and implement the strategic and operational priorities of the organization;

- Provide political and strategic advice on other issues pertaining to the mandate of the Office of the High Representative;

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Good knowledge and understanding of the mandate and priorities of the Office of the High Representative, including issues related to the Dayton Peace Agreement;
- Good knowledge of the current political, economic and social situation in Bosnia and Herzegovina and the Western Balkans region generally;
- Significant experience in policy-making and political analysis and experience in strategic operational planning;
- Very good knowledge of the composition and undertakings of the wider international community in BiH;
- University degree in a relevant field of study;
- A minimum of 7 years of related working experience in the field of international relations and/or government, preferably in the Western Balkans;
- Excellent knowledge of both written and spoken English with proven skills in drafting political reports and briefings in English;
- Strong sense of proactivity and readiness to utilize initiative;
- Ability to work under pressure and meet tight deadlines;
- Excellent inter personal, teamwork and communication skills;
- Computer literate with a strong knowledge of all MS basic programs including Office, Outlook, and Project;
- Knowledge of the local language, both written and spoken, will be considered a strong asset.

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

Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
E-mail: application@ohr.int

Reference number: 2013/057

Closing date for applications: 28 March 2014

Only short-listed candidates will be contacted

No telephone inquiries please