Senior Political Advisor – Rule of Law Pillar

PURPOSE AND SCOPE OF THE POSITION

The Senior Political Advisor will perform policy analysis and prepare policy recommendations for the Head of the Rule of Law (SDHR). He/she will work under the general guidance and direct supervision of the Head of the Rule of Law Pillar (SDHR).

The scope of work for this position is as follows:

a.) Policy making and analysis

b.) Co-ordination and liaison

c.) Special support

DUTIES AND RESPONSIBILITIES

Policy making and analysis:

· Perform policy analysis and prepare policy recommendations for the SDHR as appropriate;

· Prepare action to be taken by the SDHR and ensure that a consistent and solid basis exists for such an action; in this context, maintain the strategic priorities of peace implementation;

· Review policy and other documents.

Co-ordination and liaison

· Monitor the in-house work on different projects and maintain close contact with Heads of Departments regarding the same;

· Present the position and policies of the SDHR on various issues to Heads of Departments;

· Liaise with other international organizations in order to ensure efficient communication and/or coordination on current issues.

Special support

· Support and advise the Head of the Rule of Law Pillar (SDHR) in the performance of his duties;

· Prepare for and accompany the SDHR at meetings;

· Perform other tasks as requested by the Head of the Rule of Law Pillar.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

· University degree in relevant field of study;

· Several years of work experience, preferably in the field of international relations, government, and/or public administration;

· Substantial experience in policy-formulation and analysis;

· Thorough understanding of the political, social, and economic landscape in B&H;

· Excellent communication and writing skills;

· Excellent diplomatic skills and cooperative skills;

· Mature judgment and flexibility;

· Ability to take initiative and work in a team setting.

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. 2002/204

Closing date for applications: 8 July 2002