SPECIAL ASSISTANT TO THE SUPERVISOR OF BRCKO

DUTY STATION: Brcko

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the direct supervision of the Supervisor, the Special Assistant assists the Supervisor in managing her work as the Head of the Office for the Implementation of the Final Award (BFAO) and the Supervisor of Brcko, Bosnia. The incumbent is a reporting officer and he/she also coordinates briefing and action papers, visits, and duty trips for the Supervisor. S/he supports the Supervisor in maintaining close working relationships with embassies and international organizations dealing with Brcko. S/he leads a three-person special projects team that proposes projects, finds funding and prepares paperwork for the Supervisor's approval and signature. S/he coordinates the work of the Supervisor's secretary and interpreter.

DUTIES AND RESPONSIBILITIES:

· Assist the Supervisor in the thorough and timely implementation of the Brcko Arbitration Awards, the District Statute and Supervisory Orders;

· In coordination with the Deputy Head of Office, advise the Supervisor on all matters requiring her attention, ensuring proper harmonization of effort within BFAO staff and with elements of the international community, local government officials and representatives of other organizations;

· Assist in tracking and identifying donated funds that

can be used for projects and manage special funds allocated to the Supervisor and under her responsibility;

· Participate with, and assist, the Supervisor and her Deputy in substantive interactions with District officials;

· Coordinate background information and briefing materials for the Supervisor's meetings, visits, and briefings;

· Coordinate attendance by BFAO staff at the Supervisor's meetings, visits and briefings;

· As directed, attend meetings, visits, and briefings that are not attended by other staff and draft summaries of such meetings;

· Coordinate the work of the Supervisor's secretary and interpreter;

· Draft and edit the Supervisor's correspondence;

· Draft weekly reports on activities within the District, with input from BFAO section, and disseminate them to interested Brcko observers in Bosnia and abroad;

· Undertake any other duties as directed.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Advanced degree;

· Minimum two years experience with international organization or the equivalent;

· Superb analytical, drafting and communication skills;

· Strong organizational skills;

· Excellent skills in personal relations, with the ability to take initiative;

· Excellent spoken and written English;

· Editing for both grammar and content must be both fast and efficient;

· Flexible and able to work under stress;

· Willing to travel, work long hours and on weekends, to achieve required goals;

· Able to work with people from various cultural backgrounds;

· Understanding of BiH institutions and the Final Arbitration Award for Brcko would be weighed in selecting finalists;

· Understanding of US, EU and international organization operations would be an asset;

· Expertise in word processing and use of the internet for research.

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

Personnel Department
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: 2004/301 must be quoted
Closing date for applications: 23 June 2004

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