SPECIAL PROJECTS COORDINATOR

DUTY STATION : Sarajevo

CONTRACT TYPE : International

GRADE: 8

PURPOSE AND SCOPE OF THE POSITION

The special projects co-ordinator will support Senior Deputy High Representative (SDHR) and Head of Rule of Law Pillar with policy analysis and pro-active planning processes in relation with the implementation of all relevant law and justice reforms. The incumbent will be responsible for co-ordinating with the Heads of RoL pillar departments and all international and local agencies involved in all on-going projects and particularly the establishment of the State Court of Bosnia. As such he/she will also be responsible for preparing and tracking long-term planning and for co-ordinating the activities of all involved agencies in this framework.

The special projects co-ordinator will work under the general guidance and direct supervision of the Head of the Rule of Law Pillar.

DUTIES AND RESPONSIBILITIES

Planning

– Perform situation analysis and prepare recommendations for objectives as well as for deadlines,

– Perform comprehensive reviews on a regular basis,

– Perform *ad hoc* reviews when requested;

Co-ordination and supervision

– Maintain close contact with all agencies and departments involved in the reforms;

– Liaise with all involved agencies in order to ensure efficient co-ordination

between them;

– Monitor the work accomplished in compliance with plans and objectives;

– Present the position and policies of SDHR on the matter each time it is required.

Support SDHR with policy making

– Prepare policy recommendations for SDHR;

– Advise SDHR on reforms issues in right time;

– Prepare for action to be taken by SDHR on this matter;

– Prepare and accompany SDHR or represent him at meetings in relation with the reforms.

Special support

– Perform other tasks requested by SDHR in the performance of his duties.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

University degree in relevant field of studies i.e. law and legal issues;

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

Substantial experience of working in international organisations;

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

Excellent management skills;

Excellent diplomatic and teamwork skills, including current oral and written practice of both French and English;

Excellent communication and writing skills;

Ability to take initiative;

Ability to deal with complex issues and with highly qualified people.

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. 2003/008
Closing date for application: 16 January