

Tracking Assistant – Return And Reconstruction Task Force Department

PURPOSE AND SCOPE OF POSITION

Tracking Assistant will be responsible for tracking the movement and status of displaced persons within, into, and out of, the Brcko District and create and maintain a database of this information. The information will be used to ensure implementation of the property laws and the most efficient use of housing available within the Brcko District. The overall scope of the position of Tracking Assistant is to provide clear, factual information on the return and housing environment and to act on that information. He/she will work under the general supervision of Head of RRTF, OHR Sarajevo and under the direct supervision of Head of RRTF, OHR North.

DUTIES AND RESPONSIBILITIES

1. Monitoring the movement of displaced persons, internally displaced persons, and refugees within, into, and out of the Brcko District.
2. Creating and maintaining a database of these movements.
3. Maintaining related statistics.
4. Undertaking, under the direction of the RRTF officer, additional survey work relating to physical returns.

5. Maintaining updated information on vacant housing units in the Brcko District.
6. Monitoring compliance regarding the reinstatement procedure.
7. Liaison with appropriate agencies.
8. Undertaking other returns-related work as necessary.
9. Be prepared to operate in areas outside the Brcko District but within the AoR of OHR North RRTF.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

1. University degree in Social or Political Sciences would be an advantage
2. Work experience in returns and refugee related issues.
1. Experience in field-work with individuals and groups.
1. Knowledge of the BiH political and economical situation, relevant domestic institutions, especially of the Brcko District
2. Excellent command of oral and written English language
3. Excellent computer skills (Word, Excel, Database,

Internet)

4. Willingness to work overtime and travel when necessary
5. Ability to take initiative and work independently
6. Ability to work with people of different cultural backgrounds

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

Administration Manager

OHR Brcko

Obiliceva bb, 76000 Brcko

Fax : +387 (0) 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 217/01