ARCHIVE CONSULTANT

RESOURCES DEPARTMENT

Duty Station: Sarajevo
Contract Type: International/National (short-term consultancy)

PURPOSE AND SCOPE OF POSITION:

The Archive Consultant is responsible for conducting a review of the organizations confidential archive, more precisely to review the classification applied to existing documents and as a result, potentially reclassify some of those documents. A large part of the process will include an assessment of the overall task of archiving, including a review of the existing backlog awaiting classification.

The process is expected to begin with a review of the existing confidential archive to determine whether or not a more appropriate classification would be required. The consultant will additionally be required to work closely with the Director of Resources and OHR archive staff to draft an updated set of policies and procedures to guide departments and their staff when reviewing and classifying documents. The process will also require close internal coordination with OHR departments to ensure participation at all levels helping to ensure smooth implementation of new processes and procedures.

DUTIES AND RESPONSIBILITIES:

- Work with and guide the OHR Archive Coordinator when reviewing the existing policy framework and make recommendations with regard to any changes required;
- Work in earnest to progressively review the extent of the archiving requirement generally and propose a plan to deal with the existing workload;
- Work with the OHR Archive Coordinator to review the extent of the extended backlog yet to be classified and provide recommendations for solutions.
- If required, develop and update set of archiving policies and procedures by working closely with the Director of Resources and OHR archive staff;
- Work closely with the Heads of departments in identifying issues and problems with classifying and handling documentation in accordance with the newly developed policies and procedures;
- Guide and instruct departments' staff in reviewing and classifying of departmental documents;
- Prepare various reports for the review of Director of Resources department and other areas of senior management as required;
- Any other tasks as designated by supervisor;

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Bachelor Degree in Business Administration or a related field, or a minimum of 10 years of an equivalent level of working experience;
- A minimum of 10 years' experience in a Foreign Service, Military establishment, or International Organisation is required;
- Previous experience working with OHR is required;
- Knowledge of the current political, situation in Bosnia and Herzegovina;
- Knowledge of the OHR's archiving requirements, policies and procedures;
- A minimum of 2 or 3 years' experience working within or managing staff working within an Archiving environment;
- Excellent cross-cultural, communication and interpersonal skills;
- Excellent level of written and spoken English required;
- Computer literate with a strong knowledge of all MS basic programs including Office, Outlook, and Project.

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: 2015/003
Closing date for applications: 1 April 2015

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