

ECONOMIC ANALYST FOR FINANCIAL ISSUES

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The Analyst will assess the capacity of public institutions to meet their statutory obligations, identify solutions to improve their cost-effectiveness and monitor the financing of newly established State institutions. The Analyst will prepare policy recommendations on issues related to human resources management and compensation policies in the public sector. Furthermore, the Analyst will monitor the relations between the Government and the IMF, particularly with regard to the consolidated public sector budget.

In order to fulfil the responsibilities, the Analyst will establish and maintain close relations with national officials and representatives of the International Financing Institutions as well as the donor community. The incumbent will work under the general guidance of the Deputy High Representative/Head of the Economic Department and under the professional supervision of the Senior Economic Advisor of Public Budgets.

DUTIES AND RESPONSIBILITIES:

Research and Analysis

- To analyse the wage bill structure for budget users and extra-budgetary fund users with a view of harmonising them.

- To review rulebooks on internal organisation of all State and Entity level budget users and extra-budgetary funds and prepare policy recommendations to increase their efficiency and cost-effectiveness.
- To conduct research and analysis on the changes in the wage bill when institutions are transferred from lower level of governments to the State and establish a data base of the transferred employees in order to ensure that budget savings occur at lower level of governments.
- To assist the Senior Economic Advisor for Public Budgets on issues related to public budgets, including but not limited to assessing the expenditure and revenue assignment at all levels of government.
- To prepare briefings, reports, updates, correspondence etc. relevant to the field of responsibility related to the issues above mentioned.
- To perform with any other duties in the fields of human resources management and wage bill policy as assigned.

Monitoring, Liasing and Coordination

- To monitor the relations between the Government and International Financing Institutions.
- To liase and coordinate projects related to the reform of the public administration with the European Commission, World Bank, USAID and other bilateral donors.
- To engage in dialogue with counterparts in Ministries and other budget users and seeking to provide with advice on human resources management practice.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree, preferably in Law, Human Resources, Business Administration or Economics.

- Strong analytical skills and the ability to present the results in a clear form.
- Thorough understanding of the Bosnian administrative set-up.
- At least, two years of work experience, following graduation from university in an academic or government environment, ideally dealing with human resources management and organization structuring.
- Thorough understanding of the political, social, and economic landscape in BiH.
- Strong communication skills and a strong rapport with donors and domestic authorities.
- Good English language skills;
- Strong personal commitment to peace implementation in Bosnia and Herzegovina;
- Willingness to work long hours under difficult conditions.

Any person 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
application@ohr.int**

E-mail:

**Reference number: 2005/056 must be quoted
Closing date for applications: 31 March 2005**

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