

# ARCHIVIST

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** Four-month international consultancy contract

## **PURPOSE AND SCOPE OF POSITION:**

The consultant will establish a system to ensure that all OHR essential documents are properly recorded and securely maintained in preparation for the handing over of said documents to future 'owners' (whether local or other institutions), and for future historic record.

The consultant will train a locally recruited counterpart (yet to be employed) to implement the system for all centrally archived documents and will train OHR Departments and Regional Offices to operate the system in their own areas on an ongoing basis.

## **DUTIES AND RESPONSIBILITIES:**

### **Development of a long-term Archive System**

1. Contact the likely final recipients of the long-term archives (for example local ministries, other local institutions, other international institutions) to assess their needs in terms of type of documents required, the method of receipt
2. Liaise with Heads of Departments/Heads of Regions and other senior staff in the OHR, to develop clear guidelines for the types of documents that must be kept in the long-term archive.
3. Document a new long-term archive procedure for the whole of OHR.
4. Set up a simple computerized method of tracking and retrieving archived documents in the long-term archive.

5. Recommend ways of storing the documents so they remain secure but are not likely to get damaged.

### **Training national counterpart to implement the long-term Archive System**

6. Participate in the recruitment of a short-term locally recruited counterpart.
7. Train the newly recruited national counterpart to archive those documents already existing in the centralized filing system (in Sarajevo) according to the approved long-term archive procedure.
8. In close liaison with Heads of Department/Heads of Regional Offices and their Assistants, ensure that each department/regional office fully understands the approved long-term archive procedure (training them if necessary).
9. Train the national counterpart to supervise the thorough process of clearing localized files, destroying those documents that are not required, and receiving into the central archive those documents required in the long-term archive.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Relevant professional qualification and/or at least 5 years professional experience as an archivist;
- Experience in short-term consultancies;
- Ability to think strategically about the likely historical records needs of BiH (may result from experience working in a government or other local institution);
- Fluent written and oral English;
- Excellent computer skills;
- Strong organizational and communication skills;
- Extremely methodical and persistent approach to work;
- Excellent social skills, with the ability to relate confidently to a wide range of people

- Ability to train national counterpart.

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**

**application@ohr.int**

**E-mail:**

**Reference number: 2004/229 must be quoted**

**Closing date for applications: 31 May 2004**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**