

DATABASE CONSULTANTS

DUTY STATION:

Sarajevo

CONTRACT TYPE:

National Consultant (4 positions)

DURATION OF CONTRACT: 2 months

PURPOSE AND SCOPE OF POSITION:

Following the expiration of the High Representative's Decision banning transfers of state owned property and the adoption of reformed legislation; the database consultant will assist the department in the process of publishing Land Waivers issued by OHR. The role of the database consultants will be to ensure that electronic publications of OHR land waivers accurately reflect original versions of these documents.

DUTIES AND RESPONSIBILITIES:

- Compare the content of documents encompassed within the land waiver database to ensure accuracy of electronic publications in relation to document originals;
- Review English, Serbian, Croatian and Bosnian versions of the documents in the electronic database to ensure uniformity;
- Analyze and report on any discrepancies between electronic and original versions of waiver documentation;
- Occasionally perform translations of documents; and
- Related project tasks as assigned.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Secondary education plus either a university degree or 4 years of relevant experience (proof reading, technical

translations, legal work, etc.) working with international organizations;

- Excellent command of Bosnian, Croatian, Serbian, and English is obligatory;
- Working knowledge of Construction Land Law and the HR Ban on land transfers an advantage;
- Proficiency working with computers in a Microsoft environment;
- Being detail-oriented, flexible and capable of performing tasks within established deadlines; and
- Ability to work individually and as part of a team.

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: 2003/429,421,424,425 must be quoted
Closing date for applications: 24th October 2003

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