

CIPRU BUDGET ANALYST

PURPOSE AND SCOPE OF POSITION

The Budget Analyst will assist the CIPRU in dealing with financial and economic matters relating to the project work of the Unit. This will include the ongoing reform of the Bosnia and Herzegovina Prosecutorial system and the establishment of other institutions required to strengthen the Bosnia and Herzegovina Criminal Justice System. The analyst will be required to conduct reviews of national budgets and make proposals regarding the rationalization of current budget expenditure and future budgets.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head and Deputy Head of CIPRU the Budget Analyst will be responsible for analysing and reviewing budgets relevant to ongoing CIPRU project development. The Budget Analyst will be responsible for assisting with analysing and reviewing budgets and budget systems and other documents of financial nature, including identification of problems and development of solutions. He/she will also help assess the financial consequences of laws and other relevant proposals and the restructuring plans to be implemented by the Unit. He/she will also be responsible for the drafting of project budgets and be responsible for providing advice on budget and finance related issues.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Degree in economics (or finance and accounting), preferably at university level.
- Several years experience with project planning and budgeting, preferably both in an international organisation and in domestic institutions.

- Good knowledge of all aspects of budgeting and economic assessments especially in the public sector.
- Fluency in English.
- Computer literate.
- Ability to work long hours and under stress.
- Ability to work unsupervised.
- Confidentiality and flexibility.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax : +387 33 283 771 E-mail : application@ohr.int

Please quote reference No. 2003 / 039

Closing date for application: 04

March 2003