

# **Executive Assistant to the Head of Personnel Division; Resources Department**

## **PURPOSE AND SCOPE OF POSITION**

The Executive Assistant will provide comprehensive strategic and administrative support to the Head of Personnel, ensuring smooth and efficient functioning of the Department and its overall work flow. The incumbent will work under the general and direct supervision of the Head of Personnel or their designee.

## **DUTIES AND RESPONSIBILITIES**

### **Support to the Head of Personnel and the Personnel Department**

- Arranging appointments, making travel arrangements, and handling telephone calls for the Head of Personnel and other members of Department
- Undertaking projects as directed by the Head of Personnel
- Providing advice to OHR staff directly and by phone on Personnel policies and procedures
- Provide interpreting/translating support for visitors and/or correspondence

### **Co-ordination within the Personnel Department**

- Preparing for advertising all vacancies, internally and externally
- Managing priorities and work flow
- Preparing for all Personnel related internal and external co-ordination meetings

### **Support to and co-ordination with OHR Offices and Departments**

- Providing all recruitment related information to OHR Departments and Regional Offices
- Tracking staff arrivals and departures; informing all relevant section/departments
- Co-ordinating on behalf of the Head of Personnel with Heads of OHR Departments and/or Regional Office
- Co-ordinates with departmental matters with Peace Implementation Council Embassies both in Bosnia and Herzegovina and/or abroad
- Maintaining regular flow of information to the treasury and accounting units, inclusive of monthly payroll and staff banking

### **Information Management**

- Maintaining the database of all incoming CVs for prospective employees
- Co-ordinating the regular production of up-to date vacancy lists for all categories of staff
- Maintaining all staffing databases

- Maintaining computerised Terms of Reference files
- Analysing and comparing staffing data, producing reports and lists as appropriate
- Tracking all OHR staff personal details.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed secondary education and/or university degree
- Minimum of two years of work experience in human resources field
- Knowledge of finance/accounting is desirable
- Fluency in written and spoken English
- Excellent computer skills
- Pleasant personality and good communication skills
- Ability to work in a team as well as unsupervised

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**

**OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax: +387 (0) 33 28 37 71 E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference No. 2002/287**

**Closing date for applications: October 8, 2002**

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

***No telephone enquiries please***