

# Project Administrative Assistant – Resources Department/VRS Barracks

## PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide administrative assistance and maintain daily physical presence at reconstruction site working in close coordination with supervisory officers and construction contractors. He/she will work under the general supervision of Director of the Administration and Finance and under the daily supervision of the Project Manager and Project Technical Coordinator.

## DUTIES AND RESPONSIBILITIES

- On site maintenance of all construction related paperwork and creating of filing system to be used for this task
- Assists in scheduling of meetings with the various interested parties
- Co-ordinates and files progress reports, weekly or daily as required by management

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Completed Secondary Education
- Previous office administrative experience of 3 years required
- Strong computer skills
- Strong English communication skills, written and oral
- Willing and able to work long and/or irregular hours

. Ability to work with people from various cultural backgrounds

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Administration Manager, OHR Brcko***

***Musala bb, 54000 Brcko***

***Fax: +387 49 217 560***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2002/247***

**Closing date for applications: 30 August 2002**

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

***No telephone inquiries please***