TREASURY CLERK

DUTY STATION: Sarajevo

GRADE: 3

CONTRACT TYPE: National (temporary consultancy contract)

START DATE: As soon as possible

END DATE: 31 March 2005

PURPOSE AND SCOPE OF POSITION:

Under the direct supervision of the Head of Treasury Section, the Treasury Clerk will provide assistance in all daily treasury related work, including the following:

· Filling of all treasury related documents such as bank statements and payment orders for OHR and special projects;

· Archiving/photocopying of documents related to OHR operating budget and special projects;

· Delivering approved payment documents to OHR authorized local depository banks as necessary;

· Pick-up of bank statements from OHR authorized local depository banks regularly;

· Securing necessary signatures on payment claims, bank orders and other documents from various authorized signatories;

· Perform other tasks required by the supervisor.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Secondary education;

· Experience in international organisation is an advantage;

· Good command of spoken and written English and computing skills essential;

· A minimum of one year work experience in cash handling.

Any person 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 E-mail: application@ohr.int

Reference number: 2004/622 must be quoted
Closing date for applications: 01 January 2005

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