

ANALYTICAL ASSISTANT

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Analytical Unit supports overall Anti Crime and Corruption Unit operations by providing analysis created from evidence obtained in investigative process, press articles, findings and reports of the BiH, FBiH and RS enforcement agencies, etc. This position is created to ensure that overall analyst tasks are facilitated by sound and timely operational analytical support. The person is expected to work closely with Head of ACCU Analytical Unit and Analysts.

The position is primarily focused on preparing excerpts and indexes of relevant analytical documentation, processing analytical data (charts, tables, presentations) interpreting and translating, occasional administration management.

DUTIES AND RESPONSIBILITIES:

- Working with and supporting the operations of Analytical Unit;
- Preparing relevant ACCU's obtained evidence and materials for analytical work by indexing and filing them;
- Editing text and technical preparation of relevant charts, designs and tables for analytical processing;
- Management and co-ordination of financial information within ACCU;
- Translating and interpreting when required for any cases assigned to ACCU;
- Administration and Office management, when required;

- Other tasks given by Head, Deputy Head of ACCU and Head of Analytical Unit.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Completion of secondary school and a minimum of two years work experience with international organisations, university degree desired;
- Very good analytical skill/experience are desired;
- Advanced computer skills (literacy in MS ACCESS, MS Excel, PowerPoint);
- Strong management and organisational skills;
- Very good interpersonal skills to interact with both international and local experts;
- Strong personal commitment to peace implementation and anti-corruption and anti-crime activities in BiH;
- Awareness and knowledge of BiH political situation and environment is highly recommended;
- Willingness to work long hours and in a team;
- Good English and Bosnian/Croat/Serbian speaking and writing skills required;
- Valid driving license.

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: 2004/396 must be quoted
Closing date for applications: 11 August 2004

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