

BUDGET ANALYST

DUTY STATION: Sarajevo

CONTRACT TYPE: National

THE SECRETARIAT

The Secretariat of the High Judicial and Prosecutorial Council of Bosnia- Herzegovina (HJPC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska and the High Judicial and Prosecutorial Council of the Federation of Bosnia- Herzegovina.

The Secretariat is composed of the following three departments: (i) Appointment (AD); (ii) Legal and Budget, (LBD); (iii) and Administration and Finance (AFD). The support provided by the AD includes receiving and verifying applications for judicial and prosecutorial office, advising on all matters relating to the appointment of judges and prosecutors, and assisting in the processing of disciplinary actions. The support provided by the LBD includes, issuing opinions on laws and other legal issues, supervision of training activities, court budgeting and funding as well as managing/coordinating other RoL projects.

The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations.

PURPOSE AND SCOPE OF POSITION:

The Budget Analyst will assist the Secretariat, in particular the Legal and Budget Department, in dealing with financial and economic matters relating to the judiciary, specifically in the development of judicial budgets and monitoring the execution of court budgets.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of the Legal and Budget Department or the Executive Director of the Secretariat, the Budget Analyst will be responsible to assist in the analysis and review of court budgets and budget systems and other documents of a financial nature, including identification of problems and development of solutions.

He/she will help assess the financial consequences of laws and other relevant proposals and will be responsible for providing advice on budget and finance related issues. He/she will also participate in the drafting of court budget plans/proposals and processing budget related data collected from courts.

The incumbent will also be responsible for other tasks as allocated by the Head of Department and the Executive Director.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Citizen of Bosnia-Herzegovina;
- General requirements defined by Article 22 of the Law on Civil Service in institutions of Bosnia-Herzegovina;
- University Diploma/Degree with a major in finance/accountancy/management (preferred);
- Minimum one (1) year experience with project planning and budgeting;
- Excellent knowledge of all aspects of budgeting and economic assessments especially in public finances;
- Excellent analytical skills;
- Proven attention to detail;
- Ability to plan and implement projects within a specified timeframe;

- Very good interpersonal skills to interact within a multicultural environment;
- Ability to take initiative and work in a team setting with a high degree of confidentiality;
- Mature judgment and flexibility;
- Good command of oral and written English;
- Good computer skills (especially in MS Access);
- Knowledge of the BiH public finance system and previous experience in financial matters (preferred).

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: 2004/112 must be quoted
Closing date for applications: 19 May 2004

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