

# HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT

**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 the 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); and (iii) 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, supervising 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 Head of Administration and Finance will be responsible for ensuring the smooth operation of the Secretariat with respect to, but not limited to, administrative, finance, personnel and IT matters.

The incumbent will assist the Secretariat as follows: tracking the budget process for courts and prosecutors' offices on a strategic level to promote adequate (but realistic) national funding for the judiciary; promoting and administering international funding for judicial reform projects; gathering the statistical data necessary to make strategic long-term policy decisions related to the improvement of the judiciary; and handling all issues related to the budget and funding of the HJPC itself.

#### **DUTIES AND RESPONSIBILITIES:**

- Create and maintain necessary and efficient internal procedures and systems;
- Prepare monthly staff meetings at the Secretariat;
- Monitor and oversee the budget of the HJPC BiH and its Secretariat;
- Coordinate issues related to the funding of the HJPC BiH and its Secretariat with the Ministry of Treasury;
- Manage the recruitment of the national staff;
- Assist the international members and advisors in finance and administrative matters;
- Draft the Secretariat's annual budget proposal for presentation to the High Judicial and Prosecutorial Council;
- Prepare itemized financial reports as required by donors and the Executive Director;
- Control and analyse accountancy reports;
- Control bank transactions and cash payments;
- Ensure that the Fixed Asset Registry Inventory database is properly maintained;

- Act as direct supervisor of the following staff: administrative, financial, drivers/receptionist, Information and Communications Technology (ICT), and Interpreters;
- Give advice to and report as required to the Executive Director of the Secretariat on administrative, financial and personnel matters;
- Undertake all other tasks as required by the Executive Director.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- BIH citizenship;
- General requirements defined by Article 22 of the Law on Civil Service institutions of Bosnia-Herzegovina;
- Demonstrated and proven ability to manage, develop and sustain a team of employees;
- University Diploma/Degree, with a major in finance/accountancy/management (preferred);
- Minimum three (3) years professional experience;
- Excellent knowledge of all aspects of public finances and administration;
- Proven attention to detail;
- Ability to plan and implement projects within a specified timeframe;
- Excellent 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;

- Excellent command of oral and written English;
- Excellent computer skills;
- Knowledge of BiH public finance system, as well as experience in dealing with projects funded by international donors (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: 2004/115 must be quoted**  
**Closing date for applications: 19 May 2004**

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