

# Procurement Officer

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** International

## **PURPOSE AND SCOPE OF POSITION:**

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

## **DUTIES AND RESPONSIBILITIES:**

- Work with the Project Team to clarify what goods and services are required in order to set up the WCC.
- Oversee the process of specifying the above, coordinating expert inputs, whether from within the project team, from OHR, or from other external bodies. Ensure that specifications are in line with best practice.
- Prepare and issue all documentation with respect to procurement (expressions of interest, invitations to bid, purchase orders, contracts, etc), in line with OHR Rules and Regulations.
- Coordinate the process of bid analysis and recommend award to the Project Manager.

- Set up transparent and auditable recording systems of all procurement activities, and maintain the system in a comprehensive way, such that at any time reports can be provided to donors or other parties on the procurement of any good or service.
- Ensure that all procurement is undertaken in a manner such that the best possible deal is obtained for the WCC, while maintaining service levels and taking other deliverable factors into account (such as speed and quality).
- Monitor the performance of all suppliers, in coordination with 'end-users' of the good or service.
- Verify all invoices for completion and correctness and liaise with the Finance Officer to ensure suppliers are paid in a timely manner.
- Provide periodic reports on procurement activities as required by the Project Manager
- Play an active role in the WCC Project Team working closely with the other team members to find creative solutions to problems, often under extreme time-pressure.

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

- At least five years experience in a Procurement function at middle management level or above;
- Experience in negotiating with suppliers;
- Experience of drafting contracts from scratch;
- Excellent organizational skills and the ability to produce fast results within an agreed timescale;
- Good interpersonal skills, with the demonstrable ability to relate to a wide variety of people, both national and international;

- Excellent command of spoken and written English;
- Good team player, with the ability to work in a dynamic and pressurized environment;
- Demonstrable ability to take independent decisions within given parameters.

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 numbers: 2004/085 must be quoted  
Closing date for applications: 31<sup>st</sup> March 2004**

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