EXECUTIVE PERSONNEL COORDINATOR

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the direct supervision of the Personnel Coordinator and general supervision of the Head of Personnel, the Executive Personnel Coordinator will work interactively with all members of the Section. The activities of the Executive Personnel Coordinator include day-to-day handling of personnel related issues.

DUTIES AND RESPONSIBILITIES:

· Designing and preparing vacancy notices;

· Conducting interviews as instructed by Personnel Coordinator and checking references of selected candidates;

· Preparing contract packages for new employees and providing them with necessary instructions related to employment, benefits, duties and responsibilities;

· Maintaining staff databases;

· Maintaining and preparing monthly payroll for staff;

· Following personnel changes and preparing related documents (e.g. letters of change, amendments to contracts, regret letters, departure forms, etc.);

· Providing advice to staff members on personnel related issues in accordance with OHR Personnel Policies;

· Translating/interpreting when required;

· Conducing Introduction program for newcomers;

· All other duties as requested by the supervisor.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· University degree (Law, Economic, etc) obligatory;

· Minimum three years of relevant work experience, at least one in the field of human resources;

· Previous experience in international organizations;

· Excellent oral and written command of English language;

· Computer literacy;

· Excellent communication skills;

· Familiarity with B&H employment practices and regulations;

· Proactive, confidential, flexible and highly motivated.

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 E-mail: application@ohr.int

Reference number: 2004/078 must be quoted
Closing date for applications: 7th April 2004

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