

# IT ADMINISTRATOR

**DUTY STATION:** Sarajevo

**GRADE:** 7

**CONTRACT TYPE:** National

## PURPOSE AND SCOPE OF POSITION:

The purpose of the position is to provide ACCU with the technical capacity to operate database systems necessary in forensic auditing work. The job is also foreseen to operate ACCU IT capacities from its operations located at SFOR Camp Butmir.

The position is primarily focused on construction, maintenance and administration of the ACCU database and network systems, as well as user support. This includes the necessity to deal with security matters and investigative technical capacities. The work of this position entails a high degree of coordination with criminal investigation efforts, especially when dealing with seeking hidden data and preparation data for court proceedings.

## DUTIES AND RESPONSIBILITIES:

§ Management of the entire ACCU electronic technical capacities and operations used in the investigative/audit processes;

§ Administration and maintenance of the entire LAN system including secure Windows 2000 domain used for daily operations by ACCU;

§ Searching for and recovering data from different databases; the tasks also involve administrative work including trouble-shooting and solution development;

§ Maintenance of large data storages used including daily back-up;

§ IT security tasks;

§ All technician duties including cabling and acquisition and maintenance of necessary hardware;

§ Assisting and conducting actual searches on the databases;

§ Receiving and securing additional items (hard-drives, etc.) obtained during the on-going investigative processes;

§ Advising ACCU Management on necessary amendments to existing procedures and/or establishment of new procedures as required;

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

§ Experience in IT administration and IT support is necessary, with strong preference for work in IT security matters;

§ Strong knowledge/experience of UNIX fundamentals;

§ Practical experience of at least 5 years with Microsoft technical certification is a benefit;

§ Proven skills in bypassing security measures generally applied in banking systems is a benefit;

§ Administration, maintenance and search operations of different database systems;

§ Very good interpersonal skills to interact with both international and local experts;

§ Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge

of BiH political situation and environment is highly recommended;

§ Willingness to work long hours and in a team;

§ Strong management and organizational skills;

§ Good English and Bosnian/Croatian/Serbian speaking and writing skills required.

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: 2003/276 must be quoted*

***Closing date for applications: 16 September 2003***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***