

# **TEMPORARY INDEPENDENT AUDITOR**

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National short-term, six months (pending funding)

## **PURPOSE AND SCOPE OF THE POSITION**

Based upon the 18 March 2003 Report of the Special Auditor for the Federation BiH Ministry for Social Policy, Refugees and Displaced Persons, (now designated as the Federation Ministry for Refugees & Displaced Persons and hereinafter referred to as the Ministry), the High Representative will appoint to the Ministry a Temporary Independent Auditor with the following mandate:

- To ensure, through close monitoring of the Ministry, that the recommendations of the Audit report are fully implemented in a timely and appropriate manner, and
- To audit budget procedures, all expenditures and accounts of the Ministry during a period of 6 months.

## **DUTIES AND RESPONSIBILITIES**

- To ensure that the recommendations of the Audit report are immediately implemented, deficient procedure corrected and to ensure that operations of assisting refugees and DPs (tenders, transport and project contracts, beneficiary selection, record keeping) are conducted in accordance with the generally accepted rules for transparent accounting and bookkeeping;
- To monitor the implementation of the recommendations of the Audit report;
- To ensure maximum expenditure control and adherence to allocated budgets;
- To ensure that all reasonable precautions have been taken to safeguard the collection and custody of revenues, that the disbursement of the revenues has taken place under the proper authority and for the proper purposes, and that all precautions have been taken to ensure proper and effective use of the public money;
- To ensure that funds received from other sources (e.g. donors) are placed under regular budgetary control;
- To advise the Ministry on accountability and management structures compatible with responsibilities, and with regard to accounting and bookkeeping;
- To train personnel from the Ministry to abide by general accounting and bookkeeping rules (as required by the amended Federation Law on Refugees; see also the World Bank transparency rules for bookkeeping and accounting.);
- To consult with the Temporary Reconstruction Assistance Expert on a regular basis on issues common to the ToRs of both;
- To report every two months to the Federation Minister, the State Minister for Human Rights, and to the High Representative and the Head of the RRTF and on an ad hoc basis when requested.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- BiH citizenship;
- Possession of the certificate of official auditor;
- Advanced University degree or equivalent in Economics, Finances, Accounting, or other relevant field;
- At least 5 years of work experience in auditing, bookkeeping and accounting;
- A least 3 years of experience with project management (planning, implementation, monitoring) preferably both in an international organization and in domestic institutions;

- Familiarity with beneficiary selection, tender procedures and a general knowledge of the reconstruction process;
- Good knowledge of relevant legislation is essential;
- Must possess excellent analytical skills, experience in drafting reports as well as ability to speak and write confidently and to present complex issues clearly and concisely;
- Excellent organizational, managerial, communication skills, ability to work under pressure, with people of different ethnic and religious background, and within tight deadlines;
- Good working knowledge of English, both written and spoken;
- Willingness to work long hours and to travel throughout BiH, possession of a valid driving license essential.

Anyone meeting these requirements who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

**Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina**

**Fax: ++387 33 283 771                      E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference No. 2003/143  
Closing date for applications: 3 July 2003**

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