Expressions of Interest: Internal Oversight / Change Consultant

OHR seeks the services of a consultant during 2003 to perform the following:

1. An internal oversight/procedural audit of the organisation's existing procedures. The consultant should be experienced in reviewing and auditing the financial regulations & operating procedures of public or international organisations.

The consultant will monitor processes in a number of administrative and financial offices and make written observation of non-compliance with existing procedural rules to senior management. Such observations would be detailed in the description of the non-compliance, and would invite explanation on a point-by-point basis, suggesting remedial action where appropriate (see below).

2. OHR is in a period of substantial change as it nears its strategic exit from Bosnia-Herzegovina over the next few years. The consultant will be required to make recommendations regarding the internal management of the organization during this period, both in terms of the appropriateness of current procedures and the changes required of the organisation's management functions in order to continue to operate effectively within the framework of a downsizing organisation.

We therefore seek an administrative/management specialist (not necessarily an accountant) with significant hands-on experience in the administration of public organisations and of performing similar reviews.

Expressions of interest should be made by CV, with cover letter stressing relevant experience (either from independent consultants or as the named representative(s) of a consultancy) **by post to**:

OHR
Head of Procurement
Emerika Bluma 1
71000 Sarajevo, Bosnia and Herzegovina
or if your material is suitable by fax at +387 33 283 565
or by e-mail to tender@ohr.int
Closing date: 28 March 2003