

Analyst Assistant – Serious Crime Unit

PURPOSE AND SCOPE OF THE POSITION

Analytical Unit supports overall Serious Crime Unit operations by providing analysis created from evidence obtained in investigative process, press articles, findings and reports of the BiH, F BiH and RS enforcement agencies, etc. This position is created to ensure that overall analyst tasks are facilitated by sound and timely operational analytical support. The person is expected to work closely with Customs and Tax Analyst.

The position is primarily focused on preparing excerpts and indexes of relevant analytical documentation, processing analytical data (charts, tables, presentations) interpreting and translating, and occasional administration management.

DUTIES AND RESPONSIBILITIES

§ Working with and supporting the analytical operations of Customs and Tax Analyst

§ Preparing relevant Serious Crime Unit obtained evidence and materials for analytical work by indexing and filing them

§ Editing text and technical preparation of relevant charts, designs and tables for analytical process of Customs and Tax Analyst

§ Management and co-ordination of customs and tax analytical information within Serious Crime Unit.

§ Translating and interpreting when required for any

cases assigned to the Customs and Tax Analyst.

§ Administration and Office management, when required

§ Other tasks given by Head, Deputy Head of SCU and Customs and Tax Analyst.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

§ Completion of secondary school and a minimum of two-year work experience with international organisations. University degree desired.

§ Very good analytical skill/experience are desired

§ Advanced computer skills (literacy in MS ACCESS, MS Excel, PowerPoint)

§ Strong management and organisational skills

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

§ Strong personal commitment to peace implementation and anti-corruption and anti-crime activities in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended.

§ Willingness to work long hours and in a team.

§ Good English and Bosnian/Croat/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, OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771

E-mail: application@ohr.int

Please quote Reference No. 2002/250

Closing date for applications: 6 September 2002