Assistant Administration and Finance Officer – Independent Judicial Commission

THE INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC) is the leading agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of the High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Assistant Admin/Finance Officer will assist Admin/Finance Officer at the IJC. He/she will work under the general supervision of the IJC Head of Administration and Finance Department and the direct supervision of the Admin/Finance Officer.

DUTIES AND RESPONSIBILITIES

Administration:

· Ensures that proper administrative procedures and

standard operating procedure are followed

· Maintains administrative records

· Ensures that Fixed Asset Registry Inventory database is properly maintained

· Books official accommodation and flights as required

· Performs general clerical duties – archiving, filing, telephone calls and scheduling

Finance:

· Ensures that IJC financial procedures are followed

· Prepares required cash payment forms and payment in cash

· Prepares daily cash reconciliation reports and daily cash inventory list

· Prepares and sends daily reports of accounting entries to be input into Exact software

· Prepares monthly payroll lists

· Assists in all tasks assigned to Bookkeeper and Bank Liaison Officer

· Performs duties of the other Admin/Finance staff in their absence

· Performs other relevant Admin/Finance duties as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Secondary or High school qualification with major in finance/accountancy

- Professional experience of at least three years in a

similar role in an international organization

· Good knowledge in all aspects of accountancy and administration

· Self starter and ability to work unsupervised

· Confidentiality and flexibility

· Good command of oral and written English

· Computer literacy

· All other related duties as assigned by their supervisors

Any personnel with the above qualifications should provide (in English) a CV with one-page cover letter including references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 **E-mail: application@ohr.int**

Please quote Reference number: 2002/106

Closing date for applications: 17 May 2002

The Independent Judicial Commission foresees in the up and coming months (May through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.