Bank Liaison Officer – Independent Judicial Commission

THE INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC) is the lead 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 a High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Bank Liaison Officer will be responsible for all tasks related to banking 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 Deputy Head of Admin and Finance Department.

DUTIES AND RESPONSIBILITIES

· Conduct daily processing of all bank payment orders for transaction within Bosnia and Herzegovina (BiH), this

includes all payments for IJC Headquarters in Sarajevo as well as the Regional Offices

· Conduct a daily bank reconciliation for all IJC bank accounts in BiH and abroad

· Responsible for preparing all Cash Withdrawal Requests for IJC Sarajevo and for each of the IJC Regional Offices

· As required, act as the General Liaison Officer with the banks in which IJC bank accounts are held

· Assists in the preparation of the weekly Bank Status Report. Processing of International Payment Orders and the performing of bank reconciliation for non-BiH bank accounts

· Responsible for the tracking of all personal fixed line and mobile phone expenses for the IJC fixed line and mobile phone payment system; to include preparing weekly status reports and other special reports as needed

· Assist with ad-hoc studies and requests for information

· Responsible for performing duties of the other Admin/Finance Staff in their absence

· Responsible for assisting the Cashier in the preparation and payment of cash

· Ensure that proper administrative procedures and standard operating procedures are followed

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

· Perform other relevant Admin/Finance duties as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University Degree in Economics/Business (major in Banking/Finance preferred)

· Previous work experience in banks and/or in the financial department of an international organisation would be an advantage

· Fluency in English

· Excellent computing skills

· Ability to ensure correctness of detail

· Reliability and confidentiality

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: 2002/110

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.