Purchasing Agent – Administration and Finance Department

PURPOSE AND SCOPE OF THE POSITION

The Procurement Section of the OHR Sarajevo is currently seeking qualified and dynamic Purchasing Agent. He/she will perform small value purchases and will be point of contact for customs and tax clearances for goods and services purchased by OHR. The incumbent will work under the direct supervision of the Head of Procurement.

DUTIES AND RESPONSIBILITIES

1. Maintaining direct contacts with suppliers for regular consumable stocks
2. Obtaining bids and offers for requested items
3. Ensuring conformity of orders with delivered items
4. Liaison with warehouse on deliveries
5. Liaison with Ministry of Foreign Affairs for preparation of customs and tax exemption protocols
6. Liaison with customs and freight forwarding companies for release of imported goods

7. Preparation of documentation for import, tax exemption and registration of OHR vehicles

1. Conducting market research as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. Completed secondary education

2. Very good command of English

3. Experience in procurement and customs regulations preferred, but training will be provided

1. Proficiency in computer literacy essential (Windows environment and Internet facilities)

2. Ability to work unsupervised

3. Great attention to details

1. Flexibility and ability to cope with stress and long working hours

2. Willing to learn and team work oriented attitude

3. Valid driving licence

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV with a covering letter in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

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

Please quote Reference No. 2002/039

Closing date for applications: 25 February 2002

Only short-listed candidates will be contacted

No telephone inquiries please