C ase Assistant – Anti Fraud Department

DUTY STATION: Banja Luka

CONTRACT TYPE: National

PURPOSE AND SCOPE OF THE POSITION

The purpose of the position is to ensure that the Anti-Fraud Department (AFD) Officer (Banja Luka) has at all times a dedicated assistant for interpreting, translating and other case-related duties. The job is intended to enable the Anti-Fraud Department Officer to communicate and interact with the BiH environment in pursuit of his duties. The Case Assistant will work under the general supervision of the Head of Anti Fraud Department and under the direct supervision of Anti-Fraud Department Officer.

DUTIES AND RESPONSIBILITIES

1. Working with and interpreting for the AFD Officer (Banja Luka) in meetings with local authorities and contacts.

2. Working with the AFD on analysing and translating investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases.

3. Translating and reviewing charges against suspects with

evidence presented in various police reports and other evidentiary documents.

4. Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime and embezzlement.

5. Helping liaison with various authorities (judicial and law enforcement agencies) in various Cantons on the corruption cases.

6. Interpreting at meetings and follow up of cases.

1. Receiving and co-ordinating correspondence with the Department.

2. Providing administrative support, monitoring and co-ordinating meetings and schedules with departmental staff.

3. Arrange appointments, organise and schedule meetings, transport and accommodation for the AFD personnel in the Banja Luka region.

1. Covering the administration of the department in Banja Luka (filing system, dispatching the inter-office liaisons, assisting the AFD Officer with his administrative obligations).

1. Performing other duties as required by the AFD Officer (Banja Luka) or the Head and/or Deputy Head of the AFD.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completion of secondary school
2. Minimum of two year experience in work with international organisations.
3. Excellent written and spoken English required.
4. Excellent computer skills
5. Very good interpersonal skills to interact with both international and local experts.
6. Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended.
7. Willingness to work long hours and in a team.
8. Willingness to work with people from various cultural backgrounds

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

Administration Manager

OHR Banja Luka

Njegoseva bb, 78 000 Banja Luka

Fax: +387 (0) 51 330 213 E-mail: application@ohr.int

Please quote Reference No. 1213/01

Closing date for applications: December 3, 2001

Only short-listed candidates will be contacted

No telephone enquiries please