Personnel Assistant – Personnel Department

PURPOSE AND SCOPE OF POSITION

The Personnel Assistant will be responsible for providing administrative support to the delivery of human resources procedures and systems to the management and staff at OHR. The position encompasses all matters relating to recruitment and staffing. It also contributes to the smooth and efficient functioning of the Department and overall work flow. The incumbent will work under the general supervision of the Director of Personnel and under the direct supervision of the Personnel Officer.

DUTIES AND RESPONSIBILITIES

Recruitment Procedures

1. Organizing and coordinating interviews of candidates for vacant positions at OHR that includes: contacting candidates, organizing interview venues, preparing documentation for interview panel, informing all relevant departments.

2. Taking care of all applicant correspondence in a timely way.

1. Providing all recruitment related information to OHR Regional Offices.

Filing

1. Maintaining comprehensive departmental filing system including but not limited to staff personal files (existing and former staff), vacancy files and incoming/outgoing correspondence/mail.

Staffing

1. Maintaining the OHR’s computerized Terms of Reference files.

2. Keeping track on staff movements (arrivals, departures, changes)

3. Making travel arrangements for international newcomers.

4. Handling all leave requests.

1. Prepares letters for visa applications for all OHR employees.

2. Handles distribution of incoming and despatch of outgoing mail.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. Completed secondary education

2. Previous work experience in a similar role requested

3. Ability to speak and write effective English

4. Computer literacy

5. Strong inter-personal skills

6. Proactive, flexible and highly motivated

7. Team oriented attitude

8. Willingness to work long hours and under pressure

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. 912/01

Closing date for applications: November 16th, 2001

Only short-listed candidates will be contacted

No telephone enquiries please