Office Manager -Office Of The Zepce Supervisor

PURPOSE AND SCOPE OF POSITION

A vacancy currently exists at OHR Zenica for an Office Manager. The Office Manager is responsible for day-to-day administrative matters of the POL Zenica office. He/she will work under the direct supervision of the OHR Supervisor for Zepce.

DUTIES AND RESPONSIBILITIES

1. Management of Imprest Account for presentation to OHR Sarajevo

2. Collection of national staff salaries and international staff “Housing and Hardship” allowances at OHR Sarajevo and distribution to OHR Zenica staff

3. Overseeing hospitality capabilities (coffee, thee, cold drinks) for meetings held at OHR Zenica

4. Supervising accounting and reimbursement to OHR by OHR Zenica staff for all private telephone use for office landlines and OHR mobitels assigned to OHR Zenica staff

5. Equipment management and handling, including supervision of vehicle fleet maintenance and PC network/server matters. Liaison with relevant departments in OHR Sarajevo

6. Landlord-tenant and public utility company (water, electricity, telephone) relations

7. Booking, preparation and organising payment of meeting rooms required for OHR Zenica staff members

8. Reviewing incoming correspondence and invitations, including classification and distribution to international/national staff for written / verbal translations

9. Filing or storage of all OHR Zenica documents. Disposal of sensitive documents designated not for filing or storage

10. Updating of contact details, both national authorities and IC

11. Liaison with RRTF Travnik for all RRTF BHC Regional matters, including meetings, equipment and coverage by national staff members (including during leave periods)

- Assist in office administrative support as required
- Occasional interpreting as required
- Take and file minutes at meetings as required
- The Office Manager’s tasks and responsibilities are to include, but are not restricted, to those shown above

WORK AND PROFESSIONAL REQUIREMENTS

- Excellent command of oral and written English

- Very good communication and organizational skills
- Ability to work under stress and address controversial issues and individuals with tact and diplomacy
- Ability to work with people of various cultural backgrounds and in a team environment
- Computer literacy

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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:

OHR Zenica

RMK Promet building

Kucukovici 2, 72000 Zenica

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