

# **Inventory Officer - Department Of Administration And Finance**

## **PURPOSE AND SCOPE OF THE POSITION**

The selected candidate will support the work of the General Services Section with regards to inventory operations and procedures. He/she will work under the general supervision of the Head of the Administrative Management Division and under the direct supervision of the General Service Manager.

## **DUTIES AND RESPONSIBILITIES**

1. Maintaining a comprehensive inventory database for the OHR.
2. Entering upon reception and confirmation of invoices, new items into the database including information about purchase, price and location.
3. Overall responsible for information regarding purchase, price and location.
4. Regular sight verification of capital item allocation.
5. Co-ordinate and train Fixed Assets Clerk, General Services Storekeeper and Spare parts Storekeeper and administrative staff in Regional and Field offices
6. Acting as a liaison between Finance and General Services on inventory matters
7. Co-operate with auditors when inspection is ongoing.
8. Reconciliation of Fixed Assets register against the general ledger.
9. Draft, update and disseminate inventory procedures and SOP's

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

1. Completed secondary education

2. Previous work experience of 2 years in a similar role requested
3. Excellent written and spoken English
4. Excellent computer skills including MS Word and Excel. Knowledge of MS Access an advantage
5. Ability to work long hours, in a team as well as unsupervised
6. Ability to work with people from various cultural backgrounds

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) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 865/01