Head of Policy and Programme Analysis – Administration and Finance

PURPOSE AND SCOPE OF THE POSITION

Develop, in coordination with OHR management and Department Heads, policies and procedures on OHR programmes and operations. Conduct reviews and programme evaluations, and develop programme and policy alternatives to improve the effectiveness and efficiency of OHR operations. Under direction of the High Representative, conduct special audits on programmes and policies, maintaining liaison with external auditors of donor countries.

DUTIES AND RESPONSIBILITIES

a. Coordinates the review of current policies, criteria and standards as necessary to assure that they meet the needs of the OHR and the PIC members.
b. Coordinates the development of regulatory and/or statutory changes (including acquisitions issues) as may be deemed necessary.
c. Conducts studies towards improving management systems.
d. Provides organization and management analysis services and assistance to other elements of OHR.
e. Analyses and charts existing, and proposed management processes, procedures and methods to develop improved information flow and work flow patterns and procedures.
f. Coordinates the formulation of the overall OHR Policy and Programme Goals . Objectives to include the development of specific policy and programme goals and objectives for each functional element.
g. Conducts independent evaluations of the planned use of resources and facilities in relation to current and

projected workload and programme priorities.

h. Develops and presents analysis of programme and policy alternative and resultant recommendations to top management.
i. In conjunction with the Financial Management Division, conducts a review of the current year operating plan and the OHR strategic plans to reflect resources constraints, current reestimates, and changing programme priorities.
j. Monitors the current year execution of the approved operating plan, including appropriate acquisition planning.
k. Prepares an annual internal management and policy review programme based on needs perceived by the High Representative and the OHR senior management team, findings on external audit and inspection reports, and the identification of potential vulnerabilities under the OHR internal control procedures required by the PIC Steering Board.
l. Conducts the scheduled internal policy and management reviews and special reviews as required.
m. Provides liaison and coordination with representatives of external audit and inspection agencies such as the European Court of Auditors, the US General Accounting Office, and other external inspection teams.
n. Serves as the focal point for response to all external audits and inspections, assuring follow up actions are complete and documented.

PROFESSIONAL REQUIREMENTS:

- Highly developed management and analytical skills.
- Professional qualification and/or postgraduate degree in a discipline encompassing management and organisation analysis e.g. operations evaluation, finance, organisation diagnosis.
- Demonstrated knowledge and skill in internal control

processes and systems.
- Ability to achieve enhanced organisational effectiveness by means of influence and negotiation.
- Excellent writing ability in English.
- Relevant analytical computer skills.

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:

Director of Personnel
OHR
Emerika Bluma 1, 71 000 Sarajevo
Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote reference no. 829/00 when applying