

# ADMINISTRATION OFFICER

# LIAISON

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The incumbent will be an Administration Liaison Officer within the Anti-Crime and Corruption Unit of the Rule of Law Pillar of the Office of the High Representative. The Rule of Law Pillar includes the following units: (1) Criminal Institutions and Prosecutorial Reform Unit (CIPRU); (2) Anti-Crime and Corruption Unit (ACCU); (3) Independent Judicial Commission (IJC); and (4) Coordination Unit. The Administration Liaison Officer of the Anti-Crime and Corruption Unit works under the direction of the Head of the Anti-Crime and Corruption Unit. In such capacity, the Administration Liaison Officer manages a number of budgetary and personnel matters for sub departments of the ACCU on a daily basis in accordance with the direction given by the Head of ACCU.

## **DUTIES AND RESPONSIBILITIES:**

The Administrative Liaison Officer will be responsible for the overall coordination and tasking of the administrative requirements of various areas within the ACCU and will require the ability to work autonomously and/or under minimal supervision. In this regard, it will be necessary for the Administration Liaison Officer to quickly become familiar with the personnel and budgetary rules and procedures of OHR and to be able to work effectively with the OHR Personnel and Finance Departments. The Administration Liaison Officer will also develop, manage and administer some of the operating budgets

within the ACCU. Linked to some of the OHR facilities in Butmir, the position will provide a permanent work station in the OHR Sarajevo HQ. Reporting to the Head of ACCU, the specific duties of the position would include:

- The overall management of various ACCU administration assets;
- Overall coordination and assignment of some specific ACCU translation duties;
- Overall coordination and tasking of administrative office duties for a number of sub departments of the ACCU; including the translation/summary of letters/articles and other documents of interest; preparation of outgoing correspondence on other matters on behalf of the ACCU and the coordination and the tasking of the taking of minutes during meetings;
- The officer will be required to conduct reviews of the various ACCU sub department budgets and present proposals on the rationalization of current budget expenditure and future budgets. The officer will be required to draft and present budget proposals regarding ongoing projects and advise on the budget preparations and applicable regulations;
- Overall coordination and tasking of several ACCU personnel administrative duties including travel, office supplies, leave requests, new/incoming personnel (computer, phone, SFOR cards, introduction to ACCU personnel) and ACCU coordination of Personnel Request Forms, Terms of Reference and employment interviews; in coordinating these duties (within ACCU) the Administrative Liaison Officer will be an important ACCU point of contact/interface with other OHR administrative departments;
- Attend all management meetings as a departmental Head of the Administration Unit; Management of the overall ACCU operating costs budget; Advice to Deputy Head Rule of Law

Pillar and Head of ACCU of operational expenditures and budget restrictions related to ongoing and future ACCU projects and priorities; including the research and compilation of budgetary reports;

- Coordination and tasking of other ACCU duties as required on priority or urgent basis.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University Degree or equivalent qualification is preferable but not essential;
- At least 5 years of experience on similar tasks with the International Community;
- Strong management and organisational skills;
- Advanced computer skills (literacy in MS ACCESS, MS Excel, PowerPoint);
- Very good interpersonal skills to interact with both international and local experts;
- Strong personal commitment to peace implementation and anti-corruption and anti crime activities in BiH;
- Awareness and knowledge of BiH political situation and environment is highly recommended;
- Willingness to work long hours and in a team;
- Good English and Bosnian/Croat/Serbian speaking and writing skills required

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**  
**Office of the High Representative**

***Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina***

***Fax: +387 (0) 33 283 771  
application@ohr.int***

***E-mail:***

***Reference number: 2004/203 must be quoted***

***Closing date for applications: 6 May 2004***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***