

# ADMINISTRATIVE AND FINANCE ASSISTANT

## INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs.

## PURPOSE AND SCOPE OF POSITION

The IJC in Sarajevo is currently seeking a qualified candidate for the position of Administrative and Finance Assistant.. The Administrative and Finance Assistant will be responsible for tasks related to banking and procurement for the IJC.

Under the general supervision of the IJC Head of Administration and Finance Department, and the direct supervision of the Deputy Head of Admin and Finance Department, the Administrative and Finance Assistant is responsible for the following assigned duties:

## **DUTIES AND RESPONSIBILITIES**

### **Main Duties:**

- Conduct daily processing of all bank payment orders for payments within Bosnia and Herzegovina (BiH), this includes all payments for IJC Headquarters in Sarajevo as well as the Regional Offices.
- Conduct a daily bank reconciliation for all IJC accounts in banks in BiH and abroad;
- Responsible for preparing all Cash Withdrawal Requests for IJC Sarajevo and for each of the IJC Regional Offices.
- As required, act as the General Liaison Officer with the banks in which IJC bank accounts are held.
- Assists in the preparation of a weekly Bank Status Report. Processing of International Payment Orders and the performing of bank reconciliation for non-BiH bank accounts.
- Assist with ad hoc studies and requests for information.
- Generates Purchase Requisition forms and maintains its follow up.
- Verifies and inspects invoice certification data in preparation for payment.
- Follows up on supplier payments.
- Tracks monthly operating costs and expenses

administered through procurement.

- Obtains bids and offers for requested items.
- Maintains direct contacts with suppliers for regular consumable stocks, if required.
- Ensures purchase conformity to OHR/IJC recurring supply orders.
- Conducts market research as directed by supervisor.
- Certifies deliveries.
- Drafts agreements and contracts as required.
- Co-ordinates delivery strategy.

#### **General duties:**

- Responsible for performing duties of the other Admin/Finance Staff in their absence.
- Ensure proper administrative procedures and standard operating procedures are followed.
- Perform general clerical duties – archiving, filing, telephone calls, and scheduling.
- Perform other relevant admin/finance duties as required.

#### **Professional Qualifications / Requirements;**

- Secondary/High/University Degree in Economics/Business (major in Banking/Finance preferred)
- Previous work experience in banks and/or in a financial department of an international organisation would be an advantage

- Excellent writing and communication skills in English
- Excellent computing skills (Word, Excel)
- Ability to ensure correctness of detail

Ability to work with people of different cultural backgrounds.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina***

***Fax: ++387 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference No. 2003/046***

***Closing date for applications: 04  
March 2003***