

# ADMINISTRATIVE ASSISTANT – SERIOUS CRIMES UNIT

## PURPOSE AND SCOPE OF THE POSITION

The purpose of the position is to ensure that the Serious Crime Unit (SCU) can meet its daily administrative obligations. The position is intended to ensure that all SCU administration and financial matters facing the department are dealt with quickly and promptly. The person is expected to work closely with the Deputy Head and Program Manager of SCU.

The position is focused primarily on office and administration management skills. The position requires resourcefulness and self-confidence in decision-making in order to deal with the above-related issues promptly and effectively.

## DUTIES AND RESPONSIBILITIES

§           Covering the administration of the whole department (operative filing system, dispatching the inter-office liaisons, assisting the Deputy Head and Program Manager with their administrative obligations)

§           Liasing with the OHR Administration and Finance Department in order to ensure that SCU requirements are goals are achieved within the parameters of organizational regulations.

§           Assist in the developments of budgets and the tracking of those projects undertaken by the SCU.

§           Arrange appointments, organise and schedule meetings, transport and accommodation as required.

§           Performing other duties as required by the Deputy

Head and Program Manager.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

§ Strong management and organisational skills.

§ Completion of secondary school and minimum of two-year experience in work with international organisations.

§ Very good interpersonal skills to interact with both international and local experts.

§ A background in management and/or business is preferred, including some understanding of budgeting systems.

§ Computer skills are an advantage, especially in dealing with databases and spreadsheets.

§ Willingness to work long hours and in a team.

§ Good English and Bosnian/Croatian/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**

**OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax: +387 (0) 33 283771**

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

**Please quote Reference No. 2002/240**

**Closing date for applications: September 2, 2002**