ADMINISTRATIVE OFFICER

DUTY STATION: Sarajevo

CONTRACT TYPE: National (two positions)

GRADE: 7 (to be determined by the Reviewing panel)

PURPOSE AND SCOPE OF POSITION

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

The Administrative Officer will work under the direct supervision of the Chief Administrative Officer and assist the CAO in managing his work as the Head of the Administrative Division of the War Crimes Chamber.

The contract period initially will be until 31 December 2004 (under an OHR contract) with the possibility of continuing employment on 1 January 2005 when the Registry for the War Crimes Chamber project is established and operational.

DUTIES AND RESPONSIBILITIES

· Advises the CAO on all administrative matters requiring his attention, ensuring proper harmonization of efforts with all administrative units;

· Serves as the primary liaison point with the CAO and all administrative units;

· Arranges and coordinates meetings and prepares and distributes meeting documentation;

· As directed, attends meetings and briefings, takes minutes and drafts summaries of such meetings;

· Conducts research and analysis and prepares charts, briefing packages and reports for the CAO;

· Drafts and edits the CAO's correspondence;

· Keeps abreast of all issues falling under the CAO's responsibility;

· Undertakes specific projects for the CAO with little or no supervision;

· Works closely with other administrative staff and maintains cooperative working relationships with senior staff;

· Coordinates and performs briefings for newly arrived staff on administrative matters;

· Provides brief on-the-spot written or oral translation when required;

· Manages/monitors the Administrative Division's budget and provides timely information to the CAO on the status of the budget;

· Maintains a comprehensive filing system for the Office of the CAO;

· Performs other administrative duties as assigned by the CAO.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Minimum 2 year degree in business administration, management or related field;

· Strong and proven administrative, logistical and organizational experience;

· Minimum of 3 years experience with international organizations;

· Ability to work efficiently under pressure and to perform various complex tasks simultaneously;

· Ability to prioritize and organize the workload to complete the work in an efficient and timely manner;

· Strong interpersonal and communications skills;

· Excellent oral and written Bosnian and English;

· Proficiency in word processing, electronic calendars and Excel;

· Sense for discretion, confidentiality and flexibility;

· A team player, able to take initiative and work long hours, frequently under pressure.

Any person 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 E-mail: application@ohr.int

Reference number: 2004/540 must be quoted
Closing date for applications: 23 October 2004

Only short-listed candidates will be contacted
No telephone inquiries please