

# Assistant Personnel Officer – Personnel Department

## PURPOSE AND SCOPE OF POSITION

The Assistant Personnel Officer will work interactively with all members of the Personnel Department, including the Director and Personnel Officers. Work content will include a) contributing to the ongoing design and operation of policies, programmes and systems which represent the priorities of OHR personnel management and b) day to day handling of information and personnel management issues. These priorities include:

- Staff planning, recruitment and contracting;
- Participation in management and maintenance of seconded personnel system
- Participation in salary policy and administration
- Performance reviews
- Training and capacity building
- Internship program
- Participation in organization development and process
- Staff relations and counseling, conflict resolution, ethics
- Computer and software application, data management, statistics and analysis
- Support to OHR offices throughout Bosnia-Herzegovina

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree in relevant field
- Excellent communication skills in the local and English language
- Excellent writing skills
- Familiarity with international employment practices

- Previous work experience in human resources an advantage
- Proactive, flexible and highly motivated

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:

Director of Personnel

OHR

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 916/01

Closing date for applications: December 17, 2001

Only short listed candidates will be contacted

No telephone inquiries please