

# Director of the Resources Department

**Position Title:** Director of the Resources Department

**Department / Section:** Resources Department

**Duty Station:** Sarajevo

**Grade:** 11

**Contract Type:** International

## PURPOSE AND SCOPE OF POSITION

The Director of the Resources Department is responsible for the proper and efficient management of all financial, physical and human resources within the OHR, including Sarajevo Headquarters, Regional Offices, and 168 staff in total.

## DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Principal Deputy High Representative (PDHR) and High Representative (HR), the Director's duties and responsibilities consist of:

- Supervising as direct line manager the following Divisions:
- Administrative and Management Division (Logistics, Procurement, ICT),
- Financial Management Division (Budget, Treasury &

Accounting, Special Projects),

- Personnel Division (Recruitment and retention of staff, and operation of the Translation Unit),
- Security Division (Security of personnel, OHR operations, protection of properties and safeguard of information);
- Developing and obtaining approval for OHR annual operating budget;
- Controlling the deployment of all OHR resources;
- Planning OHR operating strategies; including transition and potential liquidation of the organisation after closure;
- Chairing the Steering Board Financial Experts (SB-FE) of the Peace Implementation Council (PIC). This body comprises Financial Experts of PIC member states and organisations. It examines and reports on OHR programmes and budget including supplementary budget proposals, examines and comments on the status of OHR's investments, examines and reports on the audited financial statements, including the External Auditor's report and opinion thereon, examines and reports on the financial relevant regulations, rules and other policies and amendments thereto and advises and comments on any administrative and financial matters, including Internal Audit.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree in related field (Law, Economics, Human Resources Management, Public Administration);
- 10 to 15 years Human Resources, Management and Budget experience at high level;
- Work experience in a multinational environment is an advantage;
- Proven supervisory experience, with excellent communication and negotiating skills;

- Strong drafting skills and perfect written expression;
- Excellent verbal and written English.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

***Personnel***

***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: 2011/001***

***Closing date for applications: 28 January 2011***

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

***No telephone inquiries please***