

EUSR ADMINISTRATOR

DUTY STATION: Sarajevo

CONTRACT TYPE: National

The EU Special Representative plays a central role in promoting overall EU political co-ordination in BiH. The EUSR is also the High Representative, and all EUSR employees will work within the Office of the High Representative.

PURPOSE AND SCOPE OF POSITION

The postholder will provide the small EUSR team with all necessary administrative support. Together with the direct supervisor, the position holder is responsible for ensuring the smooth operation of the office of the EUSR with respect to, but not limited to finance, personnel, administration and procurement.

DUTIES AND RESPONSIBILITIES

Finance

- Create and maintain necessary and efficient internal procedures and systems
- Monitor and oversee allocated budgets
- Handle and process all incoming invoices and process payment claims for approved expenditures
- Complete paperwork for reimbursement of petty cash expenses
- Prepare monthly payroll for national and international staff

- Reconcile balance sheet accounts/bank and cash accounts
- Maintain bank and cash accounts
- Maintain vendor and employee accounts
- Prepare financial reports for auditors and management

Personnel

- Organize staff recruitment for the EUSR according to EU operating standards
- Maintain all necessary Personnel and leave records
- day-to-day handling of personnel related issues

Administration and Procurement

- Create and maintain efficient administrative procedures

Process all procurement according to EUSR operating standards

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in a work relevant discipline or 5 years of previous work experience in a similar function
- Experience in a multinational and multicultural work environment
- Experience in setting up and transitioning international missions
- Excellent written and spoken English
- Excellent communication skills
- Excellent Computer skills
- Superior organizational skills

- Demonstrable flexibility and ability to adjust readily to changing priorities
- Ability to pay extreme attention to detail
- Ability to work long hours, in a team as well as unsupervised.

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
application@ohr.int

E-mail:

Reference number: 2005/084 must be quoted
Closing date for applications: 24 June 2005

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