

# Forensic Audit Assistant – Anti-Fraud Department

**Contract Type:** National (three positions)

## PURPOSE AND SCOPE OF POSITION

The Forensic Audit Assistant provides the strategic audit investigation section with audit support in undertaken projects. The Assistant will facilitate the work in the BiH environment of specialist auditors hired by AFD, especially with regards to working through audits. He/she will primarily provide translation and interpreting, while also explaining the transactions undertaken in the audits. The successful candidate should be able to undertake supervised searches through financial documentation, including in electronic form.

The scope of work for this position is as follows:

1. Interpretation and Translating
2. Data Searches
3. Special Support

## DUTIES AND RESPONSIBILITIES

## Interpretation and Translating

1. Working with and interpreting financial transactions for the AFD Officer-in-charge and AFD specialist auditors
2. Working with the AFD on analysing and translating financial and investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases
3. Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime and embezzlement
4. Interpreting at meetings and follow up of cases

## Data Searches

1. Undertaking data searches as specified by the AFD Officer-in-charge and/or AFD specialist auditors.

## Special Support

1. Helping liaison with various authorities (judicial and law enforcement agencies).
1. Managing case files
1. Performing other duties as required by the AFD Officer-in-charge or the Head and/or Deputy Head of the AFD Department.

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completion of university degree in economics, law, criminology or related fields
2. A minimum of two years work experience in the International Community is preferred
3. Fluency in spoken and written English
4. Experience with financial documentation and banking systems is preferred
5. Knowledge of computer systems and programs is helpful
6. Strong interpersonal skills
7. Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended
8. Willingness to work long hours and in a team
9. Strong management and organisational skills

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. 1208-1210/01

Closing date for applications: 30 October 2001

Only short-listed candidates will be contacted

No telephone enquiries please