

# **Forensic Audit Assistant; Short-Term (two positions) – Anti Fraud Department**

## **PURPOSE AND SCOPE OF POSITION**

The purpose of the position is to provide the strategic audit investigation section with audit support in the undertaken projects. The job is intended to enable the specialist auditors hired by AFD to operate in the BiH environment, especially with regards to working through audits.

The position is primarily focused on interpreting, translating and explaining the transactions undertaken in the audits to auditor specialists. The assistant should also have the ability to undertake supervised searches through financial documentation both in hard-copy and computer form. Some office management abilities will also be required.

## **DUTIES AND RESPONSIBILITIES**

1. Working with and interpreting financial transactions for the AFD Officer-in-charge and AFD specialist auditors
2. Undertaking data searches as specified by the AFD Officer-in-charge and/or AFD specialist auditors
3. Working with the AFD on analysing and translating financial and investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases
4. Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption,

economic crime and embezzlement

5. Helping liaison with various authorities (judicial and law enforcement agencies)

6. Interpreting at meetings and follow up of cases

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 or criminology or related fields. A minimum of two year experience in work with international organisations is preferred

2. Experience with financial documentation and banking systems is preferred

3. Knowledge of computer systems and programs is helpful

4. Very good interpersonal skills to interact with both international and local experts

5. 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

6. Willingness to work long hours and in a team
7. Strong management and organisational skills
8. Good English and Bosnian/Croatian/Serbian speaking and writing skills required

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

Please quote Reference No. 2002/035, 036

Closing date for applications: 13 February 2002

Only short-listed candidates will be contacted

No telephone enquiries please