HEAD OF ADMINISTRATION AND FINANCE

DUTY STATION: **Sarajevo**
GRADE: **10**
CONTRACT TYPE: **International/National**

PURPOSE AND SCOPE OF POSITION:

The Office of the High Representative has existed in Bosnia-Herzegovina for 12 years, and has been instrumental in the impelmentation of the civilian elements of the Dayton Peace Accord. At some stage (likely to be in the next 6 – 18 months pending a decision of the Steering Board of the Peace Implementation Council) the OHR will close. Some remaining elements of its work will be taken over by the Office of the EUSR (Office of the European Union Special Representative).
The postholder will play a critical role both in the smooth handover of remaining elements and the complete liquidation of the OHR.
The Resources Department is responsible for the management of all financial, physical and human resources within the Office of the High Representative (OHR). The incumbent will advise the Director of Resources on operational and strategic issues, and effectively supervise the sections of the Department for which he/she has direct line management responsibility (Logistics, ICT, Transport, Accountancy, Treasury and Regional Administration Teams).

DUTIES AND RESPONSIBILITIES:

· Undertake effective staff supervision and provide support to staff within the Administration and Finance teams. Review (as required by changing practice), update and implement OHR Regulations and Rules and Procedures and ensure that all OHR

departments operate in accordance with these procedures;
· Brief the Director of Resources on the performance of the Administration and Finance Sections and make recommendations about any changes required to provide optimum support to the OHR's staff;
· Ensure proper planning and control of all OHR assets;
· In coordination with budget holders, plan and control the General Costs budget;
· Direct the implementation and maintenance of sound internal financial controls over OHR transactions in all categories of income and expenditure;
· Direct the proper maintenance of accurate and reliable accounting records;
· Direct the preparation of financial statements in compliance with OHR Regulations, OHR Financial Rules and Procedures and International Accounting and Auditing Standards;
· Act as the principle point of contact for external financial auditors;
· Ensure that accounting and internal control issues raised in the Management Letters from external auditors are implemented;
· Ensure the development and maintenance of OHR accounting and payroll systems;
· Coordinate and liaise with other managerial staff in OHR on administrative and financial issues;
· Ensure satisfactory approval of payment vouchers, and other documents with budgetary and financial impact;
· Perform functions consistent with being an OHR bank account signatory;
· Provide support to the EUSR Administration and Finance Teams, in line with the existing Memorandum of Understanding between OHR and EUSR;
· Continue to develop and implement OHR's liquidation plan;
· Undertake the role of Head of the Liquidation Team, once the OHR has closed and only the liquidation tasks remain.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

· Five (5) years of experience in a similar position;
· Proven management experience at mid or high level;
· MBA or bachelors degree in management, or equivalent;
· Experience of working in or supervising a Finance Section of a medium sized organization;
· Experience of, or proven understanding of, the legal elements related to the closure of an organization;
· Excellent communication and negotiating skills;
· Strong drafting skills and perfect written expression;
· Experience in International Organizations desirable;
· 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 Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771 **E-mail: application@ohr.int**

Reference number: 2007/109
Closing date for applications: 9 January 2008

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