

# Head of Administrative Management Division – Administration and Finance Department

## PURPOSE AND SCOPE OF POSITION

The Office of the High Representative in Sarajevo is currently seeking to hire a suitable candidate for the position of Head of the Administrative Management Division. As a member of the Department of Administration and Finance, the incumbent will advise the Director of Administration and Finance on administrative operational and strategic issues and effectively supervise the Sections of the Division. The incumbent will closely interface with the other Division Heads in the Department and all levels of OHR's management structures.

## DUTIES AND RESPONSIBILITIES

- Ensuring effective supervision of all Administrative staff in all OHR offices
- Ensuring that the administrative sections and other Departments operate in accordance with OHR internal regulations
- Producing middle- and long term strategic business plans for the OHR operational and support functions including IT and communication systems, transportation management, logistics and inventory, contracting and procurement and registry and archiving
- Briefing the Director of Administration and Finance on

the status of performance indicators and benchmarks and making recommendations on changes to provide optimum support to the OHR's programmes

- Reviewing, developing and improving OHR procedures, policies and SOPs while ensuring consistency with other policies and procedures
- Developing management reports on administrative operations
- Ensure proper control of all OHR assets
- Provide budget submissions for the Administrative Management Division and track and control expenditures.

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Ten (10) years of experience in a similar position
- Proven management experience at mid or high level
- MBA or bachelors degree in management, or equivalent
- Proven supervisory experience, with excellent communication and negotiating skills
- Strong drafting skills and perfect written expression
- Exposure in International Organisations desirable
- Excellent verbal and written English

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Director of Personnel

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 2001/01

Closing date for applications: 19 January 2002

Only short-listed candidates will be contacted

No elephone inquiries please