HEAD OF MANAGEMENT INFORMATION AND BUDGET SECTION

DUTY STATION: Sarajevo

GRADE: 9

CONTRACT TYPE: International

PURPOSE AND SCOPE OF POSITION:

Under the general supervision of the Director of Resources Department and direct supervision of the Head of Financial Management Division, the Head of the Management Information and Budget Section is responsible for a Unit involved in management reporting, and preparation and monitoring of the OHR budget ensuring compliance with related OHR regulations.

DUTIES AND RESPONSIBILITIES:

· Budget preparation and monitoring, and all aspects of management reporting related to budget;

· Prepare ad hoc reports and analyses for a variety of operating scenarios in support of strategic decision making;

· Perform actual expenditure versus budget reviews, highlight major issues –and develop solutions;

· Liaise with budget holders and senior management in budget related matters;

· Develop improved management reporting using the new SAP software;

· Recommend and implement improvements to the budget preparation process;

· Perform other duties as required by the supervisor.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· University graduate with appropriate professional certification;

· At least 5 years experience in budgeting and management reporting;

· Supervisory experience;

· Extensive experience of SAP and Microsoft Office;

· Excellent command of spoken and written English;

· Proven experience in making oral and written presentations to senior management;

· Previous international and non profit sector experience is a plus;

· Ability to function effectively in a multi-cultural work environment.

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
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: 2004/016 must be quoted
Closing date for applications: 15th February 2004

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