OFFICE MANAGER

DUTY STATION: **Travnik**

GRADE: 5

CONTRACT TYPE: National

PURPOSE AND SCOPE OF THE POSITION

The Office Manager is responsible for day-to-day administrative/finance and logistical matters of the OHR-RRTF Travnik Field Office.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Head of Region and direct supervision of the Head of Field Office, the Office Manager is responsible for, but not limited to, the following assigned duties:

Main Duties:

· Handling, distributing, classifying and archiving all incoming and

outgoing correspondence;

· Filing and storage of all OHR-RRTF Travnik documents;

· Equipment inventory, management and handling, including supervision of vehicle fleet maintenance and PC network/server matters;

· Liaison with relevant admin/finance departments in OHR Sarajevo;

· Dealing with landlord-tenant and public utility company;

· Booking, preparations and organising payment of meeting rooms;

· Management of Imprest account for presentation to OHR Sarajevo;

· Overseeing cleaning personnel;

· Supervising accounting and reimbursement to OHR by OHR-RRTF Travnik staff for all private telephone use, for office landlines and OHR mobiles assigned to OHR-RRTF Travnik staff;

· Management of local mail delivery within area of responsibility and

to/from OHR Sarajevo;

· Updating of contact details, both national authorities and IC;

· Updating of the MEDUSA list for Presentation to the Head of Security

at OHR Sarajevo.

General Duties;

· Assisting in office administrative/finance/logistical support as required;

· Occasional interpretation as required;

· Taking and filing minutes at meetings as required;

· Directing persons seeking assistance from OHR-RRTF Travnik to the relevant local institutions (e.g. legal aid center, Federation Ombudsmen's office) and notification to International staff members.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

· Good command of oral and written English;

· Computer literacy;

· Very good communication and organisational skills;

· Ability to work under stress and address controversial issues and individuals with tact and diplomacy;

· Ability to work with people of various cultural backgrounds and in a team environment;

· Ability to drive 4×4 vehicles; clean driving license;

· Previous experience with International Organizations is an advantage.

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

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771 ***E-mail: application@ohr.int***

Please quote Reference No. 2002/019

Closing date for applications: 20 February 2003