

# **Project Assistant – Administration and Finance Department**

## **PURPOSE AND SCOPE OF THE POSITION**

The Project Assistant will be responsible for auditing and testing the financial data obtained by the RS Ministry for Refugees and Displaced Persons. This position requires travel for a few days each month within the Republika Srpska in order to verify the salary disbursements to the individual beneficiaries. The selected candidate will prepare financial reports to USAID and will work with BiH and foreign banking institutions to ensure accurate placement of funds. Together with the Project Manager, the Project Assistant will assure the implementation of the RS Budget Support Program. He/she will work under the general supervision of the Head of Financial Management Division and under the direct supervision of the Program Manager.

## **DUTIES AND RESPONSIBILITIES**

1. Liaison with the RS Government and other RS authorities to obtain salary calculation, legal and statistical information
2. Audit and analyse salary payment data using computer spreadsheets and word processing programs
3. Regular travel through Republika Srpska in order to obtain the proof of salary disbursement to beneficiaries

(field checks)

4. Work with BiH and foreign banking institutions to ensure accurate placement of funds
5. Develop operational methods in accordance with the OHR/USAID Grant Agreement and the RS/OHR Memorandum of Understanding in order to monitor the implementation of the RS Budget Support Program
6. Control and monitor the financial information data according to the Grant audit strategy
7. Develop program budget plan
8. Prepares financial reports for USAID and draft reports on the implementation of the program
9. Maintain and update program files
10. Draft correspondence
11. Translation and interpretation when required

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. University degree in Economics, Accountancy, Finance or related discipline
2. Minimum of two years of work experience in the similar position

1. An extensive knowledge of RS Budget beneficiary institutions and RS public sector salary law essential
2. Excellent spoken and written English
3. Computer literacy, mainly in Excel and Word processing software
4. Willingness to travel and work long hours
5. Willingness to work with people from various cultural backgrounds

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 283771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 867/01

Closing date for applications: 16 December 2001

Only short listed candidates will be contacted

No telephone inquiries please