

# **Special Media Project Officer / Budget Administrator**

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

The Special Media Project Officer will be responsible for the management and co-ordination of special media projects, specifically, the acquisition, efficient management and reporting on the use of donor funding provided by the international community for media restructuring within BiH. In addition to working as a team member within Media Development, the Special Projects Officer will also work in close co-ordination with the Broadcasting Agent's team, representatives of the donor community, other expert consultants engaged on the PBS Restructuring programme and other relevant international agencies. The selected candidate will work under the general supervision of Senior Deputy High Representative and under the direct supervision of Head of Media Development Department.

## **DUTIES AND RESPONSIBILITIES**

1. Formulation of funding requests and reporting on use of donated funds in accordance with the requirements of OHR management and the Administration and Finance Department.
2. Working with the Head of Media Development on the formulation, co-ordination and management of the Media Development Department's operational budget for Sarajevo and regional offices.

3. Ensuring adherence to relevant OHR Financial Regulations and Rules and other policies in the operating budget and in projects involving donated funds.
4. Provision of any necessary administrative management in the Media Development Department in Sarajevo and regional offices.
5. Oversight of the logistics of special projects planning, administration and funding requirements. This includes the preparation of contracts with international organisations for the acquisition of funding to cover OHR supported media projects and follow-through contract drafting, monitoring of spending and reporting to donors.
6. Liaison between the Media Development Department and the Department of Administration and Finance of the OHR for trust fund and logistical management for the Media Development Department's special projects.
7. Assisting with the administration of contracts for experts hired by the Media Development Department of OHR.
8. Managing and monitoring of the Media Development Department's budget lines as allocated under the OHR budget.
9. Providing reports on the OHR operational budget as required by the OHR Administration and Finance Department.
10. Involvement in working groups on policy issues and media

development areas as necessary.

11. Liaison with relevant departments in other agencies, including but not limited to OSCE, UN and SFOR.
12. Attending relevant inter-agency meetings: document preparation etc., where appropriate.
13. Preparation of matrices for event planning co-ordination.
14. Other duties as specified by the Head of Media Development.

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Relevant Bachelors Degree
2. Minimum of three year's work experience in a similar field with an international organisation essential.
3. Previous work experience in BiH and knowledge of the local language preferred.
4. A self-motivated, well-organised individual, able to work alone and in a team.
5. Excellent spoken and written English and good computer skills.

6. Willingness to work long hours and under stress.

7. Willingness to work with people from various cultural backgrounds.

Any personnel with the above qualifications should provide a CV (in English) with a one-page cover letter and references to:

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Fax : +387 (0) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 2002/005

Closing date for applications: January 28<sup>th</sup>, 2002

Only short-listed candidates will be contacted.

No telephone enquiries please.