

# SYSTEM ADMINISTRATOR

**DUTY STATION:** Sarajevo

**GRADE:** 8

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The Systems Administrator manages all information systems supported processes and functions in the Principal Deputy High Representative's Office, designs, develops and maintains the logical and technical aspects of the PDHR's database, manages user security and access protocols for PDHR's staff, performs applications support functions and provides user support for applications employed within the office.

## **DUTIES AND RESPONSIBILITIES:**

- Responsible for planning, set-up, security, monitoring and tuning of PDHR's database management software;
- Manages and configures Database to interlace with Case Management and Analytical Support Applications;
- Configures and Maintains Case Management and Analytical Support Applications;
- Organizes user training, security authorizations and resources;
- Manages the Offices Data Security Policy;
- Manages communications with vendors relating to installation, software updates and enhancements;
- All duties required to complete their work as assigned to the incumbent of the position.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University degree in Information Systems/Computer Science;
- 5 years of related experience;
- Experience in Database development and maintenance;
- Experience in Case Management and/or Data Visualization applications desirable;
- Experience with commercial database products and systems;
- Experience with the maintenance of client applications in a Work Group setting;
- Good interpersonal skills;
- Excellent written and spoken English;
- Ability to work in a team as well as work unsupervised;
- Ability to travel through BIH and work with people of different cultural backgrounds.

**Any person 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](mailto:application@ohr.int)***

***Reference number: 2008/40  
Closing date for applications: 11 May 2008***

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