Technical Assistant; Short-Term (three positions) – Anti Fraud Department

PURPOSE AND SCOPE OF POSITION

The Anti-Fraud Department Technical Assistant provides the strategic audit investigations section with technical support in on-going projects. The Technical Assistant will facilitate the work in the BiH environment of specialist auditors hired by the Anti-Fraud Department. The Technical Assistant will primarily act as a scanner operator for documents obtained in connection to audits undertaken by the Anti-Fraud Department.

The scope of work for this position includes preparation of documents for scanning, operating scanning equipment, and doing basic maintenance of equipment and back-up of data.

DUTIES AND RESPONSIBILITIES

1. Preparing documents for scanning which includes ensuring and logging that the proper certification procedure has been followed;

2. Operating the scanner and associated software;

3. Ensuring that data has been properly saved;

4. Maintaining and monitoring the working order of the scanning equipment;

5. Carrying out daily back-ups and ensuring storage of

back-up tapes and discs.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Practical knowledge of computer systems and programs is helpful.

2. Good interpersonal skills to interact with both international and local experts.

3. Willingness to work long hours and in a team.

4. Good organisational skills.

5. Good English and Bosnian/Croatian/Serbian speaking and writing skills required.

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

Please quote Reference No. 2002/031, 032, 034

Closing date for applications: 13 February 2002

Only short-listed candidates will be contacted

No telephone enquiries please