

# TEMPORARY RECONSTRUCTION ASSISTANCE EXPERT

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National short-term, six months  
(pending funding)

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

Based upon the 18 March 2003 Report of the Special Auditor for the Federation Ministry for Social Policy, Refugees and Displaced Persons, (now designated as the Federation Ministry for Refugees & Displaced Persons and hereinafter referred to as the Ministry), which recommends various reforms, the High Representative will appoint a Temporary Reconstruction Assistance Expert.

Under the direct supervision of the Donor Relations Officer of the RRTF/OHR and the general supervision of the Head of RRTF and Deputy Head, the Temporary Reconstruction Assistance Expert is responsible for, but not necessarily limited to, the following assigned duties:

## **DUTIES AND RESPONSIBILITIES**

- Assist and advise the Ministry in developing a reconstruction plan for the remainder of 2003 on the basis of the available budget for that year and in accordance with the internationally recognized tender rules and beneficiary selection criteria (as defined by the Federation Law on Refugees and DPs). The plan will be developed in coordination with the RRTF and with the Return Fund in the framework of the State Commission for Refugees and Displaced Persons;
- Support and advise on the preparatory work of the Ministry with regard to reconstruction projects and the Ministry's contribution to Joint Projects of the Return Fund. Support the Ministry in creating a transparent overview of expenditures of the Ministry with regard to reconstruction projects;

- Support and advise the Ministry on establishing a transparent and accountable tender policy for reconstruction projects and for the transport and delivery of materials in accordance with international standardized norms;
- Support the ministry in the beneficiary selection process and in identifying priority reconstruction projects for implementation (in coordination with the State Commission for Refugees and DPs);
- Monitor beneficiary selection for initiated projects. Monitor directly, where possible, the implementation of reconstruction projects and the quality of work performed, and consult regularly on these issues with the Temporary Auditor;
- Report regularly to the OHR/RRTF on findings, at least once a month, and on an ad hoc basis if deemed necessary or requested by the RRTF;
- Assist the Temporary Independent Auditor for the Ministry in training Ministry personnel regarding adherence to general accounting and bookkeeping rules (as required by the amended Federation Law on Refugees);
- Other related tasks, as assigned.

## **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- BiH citizenship;
- University degree or equivalent in Economics, Finances, Accounting, Law or other relevant field;
- At least 5 years of work experience in planning, implementation, and monitoring of reconstruction projects, preferably in international organizations;
- Expert level knowledge and experience with beneficiary selection, tender procedures and types of construction materials is essential;
- Working knowledge of relevant legislation is an advantage;
- Experience in drafting correspondence and reports;

- Excellent organizational, communication and inter personnel skills; ability to work under pressure, with people of different ethnic and religious background, and within tight deadlines;
- Excellent working knowledge of English, both written and spoken;
- Willingness to work long hours and to travel throughout BiH, possession of a valid driving licence essential.

Anyone meeting these requirements 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](mailto:application@ohr.int)**

**Please quote Reference No. 2003/144**

**Closing date for applications: 13 May 2003**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**