

# PERSONNEL AND ADMINISTRATION OFFICER

**DUTY STATION:** Sarajevo

**GRADE:** 8a

**CONTRACT TYPE:** International

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

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

Under the supervision of the General Secretariat of the multi-agency Implementation Task Force and the Project Manager the incumbent will work as part of a project team to assist in the development and subsequently the establishment of the War Crimes Chamber. After a preparatory phase it is intended that the project team will undergo transition as an international component of the Chamber.

## **DUTIES AND RESPONSIBILITIES:**

- Confirm/recommend changes to initial staffing estimates;
- Develop Terms of Reference for all planned staff

posts;

- Recruit staff as required;
- Develop Admin and Personnel Policies and Procedures based upon OHR model;
- Develop and administer a staff salary structure;
- Supervise admin and support staff when recruited;
- Play an active role in the WCC Project Team working closely with the other team members to find creative solutions to problems, often under extreme time-pressure.

**PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Minimum 8 years international HR management experience;
- Versatile, pro-active team player;
- Competent trainer and counselor;
- Fluent in written and spoken English;
- Excellent oral and written communications skills; strategic and creative abilities.

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  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
Fax: +387 (0) 33 283 771  
application@ohr.int**

**E-mail:**

**Reference numbers: 2004/088 must be quoted  
Closing date for applications: 31<sup>st</sup> March 2004**

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