

**CIVILIAN JOB DESCRIPTION  
HQ EUFOR  
SARAJEVO, BOSNIA AND HERZEGOVINA  
HUMAN RESOURCES MANAGEMENT OFFICE**

**PART I – JOB IDENTIFICATION**

<b><u>Post no.:</u></b>	CL FIN 0040		
<b><u>Headquarters:</u></b>	DCOS SUPPORT		
<b><u>Branch:</u></b>	J8		
<b><u>Section:</u></b>	FISCAL OFFICE		
<b><u>Unit:</u></b>	ADMINISTRATIVE UNIT		
<b><u>Job title:</u></b>	ADMINISTRATIVE SPECIALIST		
<b><u>Nationality:</u></b>	National or legal resident of BiH		
<b><u>Date of validation:</u></b>	29-Feb-24	<b><u>Service:</u></b>	Civilian
<b><u>Duty location:</u></b>	Sarajevo	<b><u>Grade:</u></b>	LCH-4

**PART II – DUTIES**

**A. POST CONTEXT:**

The HQ EUFOR J8 Branch consists of the Fiscal Office, Budget Office, and Contracts, Procurement & Purchasing Office.

Fiscal Office is responsible for approval, accounting and reporting of all financial transactions within HQ EUFOR set of books, planning, tracking and organizing the actual flow of money and funds managed by HQ EUFOR, calculation and control of Nation Borne Costs (NBC) for EUFOR and NATO nations.

Under direct supervision of Finance and Accounting Manager, the Administrative Specialist is performing daily operations and administrative duties in transparent, accurate, timely and efficient way, enabling smooth workflow and execution of F&A section daily duties.

**B. REPORTS TO:**

FINANCE AND ACCOUNTING MANAGER

**C. PRINCIPAL DUTIES:**

- 1 Scans all invoices received by suppliers and internal requests for payment authorizations, saves them under respective folder and keeps the database up to date.
- 2 Copies all received invoices and produced collection vouchers.
- 3 Archives financial documents on daily basis and assists in external archiving files preparation for historical archiving.
- 4 Organizes and distributes incoming and outgoing official mail and correspondence for the section.
- 5 Liaisons with P&C and Budget sections of J8 branch for internal distribution of invoices and purchasing requests.
- 6 Acts as focal point for section office supplies.

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- 7 Supports each F&A section personnel specific administrative requirements.
- 8 Maintains and tracks inventory of office equipment/furniture.
- 9 Maintains F&A section data recorded under unclassified portal up to date.

**D. ADDITIONAL DUTIES:**

- May be required to undertake operational deployments and/or TDY assignments both within and outside the area of responsibility.
- Performs other duties as assigned.

**PART III – QUALIFICATION**

**A. ESSENTIAL QUALIFICATIONS:**

**1. Professional Experience:**

- Minimum 2 years' experience in office administration or secretarial position, preferably in a non-governmental organization, governmental organization or international organization.

**2. Education / Training:**

- Completion of secondary education in Economy, Finance, Public Administration or related field.
- Valid Class B driver's license.

**3. Security Clearance:**

Certificate of non-criminal record

**4. Language:**

English: Good

Bosnian / Croatian / Serbian: Good

**5. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Intermediate knowledge

Spreadsheets: Intermediate knowledge

Presentation: Basic knowledge

Database: Basic knowledge

**B. DESIRABLE QUALIFICATIONS:**

**1. Professional Experience:**

- Minimum 4 years of work experience on duties related to office administration.

**2. Education / Training:**

- Completion of secondary education and vocational training in general or public administration.

**3. Language:**

English: Very Good

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Bosnian / Croatian / Serbian: Very Good

**4. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Advanced knowledge

Spreadsheets: Advanced knowledge

Presentation: Intermediate knowledge

Database: Intermediate knowledge

**C. CIVILIAN POSTS:**

**Personal Attributes:**

Adherence to company and/or procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

**Problem Solving:**

Requirement to evaluate and solve routine, simple, similar repetitive problems involving little or no judgment.

**Managerial Responsibilities:**

Follows clear rules and regulations. Minimal control over priorities. Direct supervision of one or more staff members, performing similar work.

**Professional Contacts:**

Limited professional contacts with others inside own activity to exchange information. Contacts generally involve the exchange of working courtesies or information for the execution of administrative tasks and actions.

**Contribution to the Objectives:**

The work covers a routine, single subject or a few similar and well defined simple tasks. Work is performed under supervision, clear guidance and precise rules, where only simple and routine evaluations are needed to reach simple, minor decisions. Performance of duties may have minimum impact on the efficiency, image and the financial resources of the HQ.

**Impact of Work Environment:**

The work environment has no direct negative effect on the work performed, such as a standard office environment.

**D. REMARKS:**

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### EMPLOYMENT CONDITIONS

The successful candidate will be offered an initial one-year employment contract. The contract may be renewed subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for a LCH-4 position is EURO 1,058.00 per month (subject to changes and exempt from local taxation).

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 11 official holidays per calendar year;
- Enrollment into the host nation social security scheme (premiums covered by HQ EUFOR);

### WHO CAN APPLY?

Internal and external candidates who are nationals or permanent legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the application form available on our website

<http://www.euforbih.org/index.php/vacancies-a>

We welcome all applications regardless of gender, age, religious beliefs, sexual orientation, ethnicity or national origin. We believe that we can only be stronger as a team with a highly diverse mix of employees.

Documents should be submitted by email to: [vacancies@eufor.europa.eu](mailto:vacancies@eufor.europa.eu)