

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

PART I – JOB IDENTIFICATION

Post no.: CL FIN 0075
Headquarters: DCOS SUPPORT
Branch: J8
Section: CONTRACTS, PROCUREMENT & PURCHASING
Unit: ADMINISTRATIVE UNIT
Job title: ADMINISTRATIVE SPECIALIST
Nationality: National or legal resident of BiH
Date of validation: 29-Feb-24 **Service:** Civilian
Duty location: Sarajevo **Grade:** 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 that provides sound technical expertise contributing to acquisition planning, solicitation of offers, selection of contractors, and all post award contract management matters in support of the operations of HQ EUFOR, Combined-Joint Task Forces, Multinational Divisions, and Troop Contributing Nations in accordance with the EU Financial Rules applicable to the ATHENA Mechanism, and sub-sequent NATO ACE Directive 60-70 and appropriate applicable Purchasing and Procurement Guidelines and templates. Contracts, Procurement & Purchasing Office consists of a Procurement, Purchasing and Administration Section.

Under direct supervision of the Head of Contracts, the Administrative Specialist is performing daily operations and administrative duties in order to maintain proper contract documents (consisting of high value bank guarantees) handling.

B. REPORTS TO:

HEAD OF CONTRACTS

C. PRINCIPAL DUTIES:

- 1 Provides assistance to Procurement and Contracting team by verifying and approving completed tax exemption and customs forms for all purchase orders and contracts established by the HQ EUFOR Procurement and Contracting Office.
- 2 Performs the duty of P&C tax and customs stamp holder.
- 3 Acts as focal point for the administrative (internal and external mail) and logistic (account holder) needs of the P&C Office.
- 4 Keeps 'real-time' updated logs of all tax exemption forms, customs forms, invoice copies and all correspondence received and dispatched by P&C, which includes operating the fax, copier machines and scanner.

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- 5 Updates procurement database and generates reports to Head of Contracts when requested and is therefore responsible for the coordination on committing documents and invoices with the other sections within J8.
- 6 Escorting the contractors into the Camp BUTMIR, for signing the contracts or site visits and escort them out.
- 7 Provides assistance in filing all active purchasing orders and contracts as well as in closing out purchasing orders and contracts by archiving them accordingly physically and electronically (scanned version) and ensures hereby that purchasing order files are complete and ready to be closed.
- 8 Provides assistance in collecting and distribution of tenders and offers to/from contractors and bid applicants.
- 9 Ensures the office is properly stocked with operational forms, documents and office supplies.
- 10 Liaisons with F&A and Budget sections of J8 branch for internal distribution of invoices and purchasing requests.

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 3 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

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B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- Minimum 5 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

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

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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:

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

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