



## EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

### Terms of Reference

<b>Position Title:</b>	<b>Head of Finance and Administration</b>
<b>Position reference number:</b>	<b>IS 2020/09</b>
<b>Direct Supervisor:</b>	<b>EUSR in BiH</b>
<b>Duty Station:</b>	<b>Sarajevo, Bosnia and Herzegovina</b>

The EUSR Head of Finance and Administration, is overall responsible for the effective operational functioning of the office of the EUSR.

The post holder is directly responsible for the strategic forward planning of EUSR resources, their development and deployment, budget management, financial management, control and reporting, recruitment and human resources management, procurement of services and projects, logistical services, and office and staff security. The EUSR office operates in compliance with EU rules and regulations in accordance with its mandate and the terms and conditions of its contribution agreement with the European Commission's Service for Foreign Policy Instruments. Within the limits of the provisions made available to the EUSR and the guidelines set by the Council and the Commission, the post holder is overall responsible to ensure correct administrative and financial management of the office. The post holder provides staff management advice, taking initiative and providing active support to the EUSR on the strengthening of the office's internal operational effectiveness and quality assurance, its structure and operating practices.

The EUSR is 'double-hatted' with the mandate of the EU Ambassador and Head of Delegation to BiH. The EUSR in BiH has its main office in Sarajevo co-located with the EU Delegation and it has three small regional offices in Banjaluka, Mostar and Brcko.

### Typical Duties and Responsibilities

- Oversight and management of all EUSR Operating Procedures including: budget management, financial management, control and reporting, recruitment and human resources management, procurement of services and projects, logistical services, and office and staff security.
- Oversight and management of all physical infrastructure and assets.
- Strategic forward planning and resource management, including but not limited to, annual budgeting, staff recruitment, external expert services/project programming
- Oversight and management of budget use, expenditures, financial reporting, audit.
- Oversight and management of all procurement in accordance with EC PRAG and ex-ante rules applicable.
- Oversight and management logistical assets and services for the operational needs of the office.
- Compliance with established Operating Procedures, in line with EU and other accepted international and good governance standards;

- Develop and maintain professional contacts with other EU interlocutors in BiH and HQ Bxls to ensure effective and timely operations; ensuring good administrative order in full cooperation and collaboration with the administration of the EUD Delegation whilst respecting separate budgetary eligibility rules and procedures;
- Act as the chief signatory authority for budget expenditure in accordance with EUSR delegation of authority;
- Advise on and implement initiatives to strengthen the operational capabilities of the EUSR office;
- Lead on matters of general EUSR office management and house-keeping, facilitating effective and efficient teamwork, ensuring seamless coordination and collaboration with the joint resources of the EU Delegation;
- Support the planning, programming and implementation of numerous public outreach and political engagement projects/actions. Oversight and contract management of all external projects, contracts;
- Maintain, implement, update EUSR operational procedures as required ensuring due inclusion of EUSR General Legal Counsel on matters relevant;
- Responsibility for office security and supervisor to the EUSR mission security officer.
- Directly supervise the work of the staff with the Administration and Finance team, including their work quality and professional performance;
- Responsible for the adherence of EUSR to its rules and regulations and good practice;

### **Professional Requirements/Qualifications**

- University degree or equivalent;
- Minimum 15 years of progressive relevant experience in operations and resource management, including related resources management experience in an EU mission/delegation environment [CFSP/CSDP/other];
- Resource management experience in multicultural/international organisation with multiple team structures and reporting lines, of a similar size and complexity and related political/EU mandates. Related mission experience in a 3<sup>rd</sup> country and a mission accredited with diplomatic status.
- Good working knowledge of EU administrative rules, regulations, procedures including financial, procurement and contracting, human resources, security, etc;

### **Competencies & Attributes**

- Strong team leadership and mentoring skills, experience in project cycle management and results based management, good experience in resource management in multifunctional team settings;
- Excellent communication skills, including the ability to motivate and support staff;
- Excellent oral and written English;
- ICT skills commensurate with the requirements of the post;
- Openness to change and ability to manage complexities within a rapidly changing environment.

## **General Conditions**

- National of a Member State of the European Union;
- The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence

