

## JOB ANNOUNCEMENT

The Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina, Banja Luka, is an independent public organization established by the Framework Law on Higher Education in Bosnia and Herzegovina. Its competencies are related to specific Law provisions, with two main duties: to serve as an independent state institution in charge of the development of specific provisions and recommendations for higher education such as standards, norms, etc., and to provide quality assurance and accreditation of higher education institutions in Bosnia and Herzegovina. Within its activities, the Agency shall cooperate with relevant domestic institutions - educational authorities in BH, entities, cantons and Brčko District, academic community, international community and relevant stakeholders.

The Agency has started with implementation of the project “*Support to Establishment and Functioning of Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina, 2009 – 2011*” founded by Austrian Development Agency and would like to announce job vacancy for the following positions:

- Project Coordinator (full time)
- Project Assistant (full time)
- Financial Assistant (half time).

The duration of contracts for all positions is two years with possibility of extension.

**Project coordinator** will be in charge of organizing workshops, study trips, procurement procedures, awareness activities and all other activities in accordance to Project Document. This will support the consultants and provide them with assistance in all aspects including, gathering and presenting relevant information, preparing the dissemination of information, tracking of events and updating the database.

Successful applicants for this position will have to meet the following **requirements**: minimum degree of the first cycle of higher education, excellent verbal and written communication skills in English language, strong experience in project management, experience in the HE processes and Bologna principles, preferably experience in building up new organizations and in organizational development, strong interpersonal, organizational and skills needed to promote quality assurance in higher education, experience in office administration, experience or talent for public information, ability to prioritize multiple tasks and meet tight deadlines, ability to operate MS Office applications and other relevant software application, ability to work as team member, readiness to enhance knowledge, attitudes and skills related to higher education.

**Project assistant** will be in charge to work closely with the Coordinator on organizing workshops, study trips, procurement procedures, awareness activities and all other activities in accordance to Project proposal. This will do the finances as well as fundraising and tendering for the events to support the consultants and provide them with assistance in all aspects including, gathering and presenting relevant information, preparing the dissemination of information, tracking of events and updating the database.

Successful applicants for this position will have to meet the following **requirements**: – minimum degree of the first cycle of higher education, good verbal and written communication skills in English language, preferably experience in the project management, preferably experience in the HE processes and Bologna principles, preferably experience in building up new organizations and in organizational development, strong interpersonal, organizational and skills needed to promote quality assurance in higher education, experience in office administration, experience or talent for public information, ability to prioritize multiple tasks and meet tight deadlines, ability to operate MS Office applications and other relevant software application, ability to work as team member, readiness to enhance knowledge, attitudes and skills related to higher education.

**Financial assistant** will be in charge for all financial and accounting jobs as well as financial reporting.

Successful applicants for this position will have to meet the following **requirements**: – minimum degree of the first cycle of higher education in the field of economics or accounting, good verbal and written communication skills in English language, strong experience in budget reporting, preferably experience in the project management, ability to prioritize tasks and meet tight deadlines, ability to operate MS Office applications and other relevant software application, ability to work as team member.

Candidates should submit copies of the following supporting documents:

- Curriculum vitae (CV) with a list of references confirming required qualifications and working experience relevant for the position announced, written in English language
- University diploma
- Recommendation letters from previous employers
- Contact phone number

The vacancy is open from 7<sup>th</sup> to 21<sup>st</sup> October 2009.

Applications should be sent by regular mail to:

Agency for Development of Higher Education and Quality Assurance  
78000 Banja Luka, Bulevar Stepe Stepanovića 11

or via e-mail [info@hea.gov.ba](mailto:info@hea.gov.ba)

Delivering risk is on candidates and applications received after 21<sup>st</sup> of October 2009 will not be taken into consideration.

Selected candidate will be invited on interview.

Only persons invited on interview will be contacted.

Phone information is not available and we kindly ask potential candidate not to phone to the Agency. Inquiries could be sent by e-mail: [info@hea.gov.ba](mailto:info@hea.gov.ba).