

Administrative assistant - Public call for expressions of interest, consulting services - Ref. number: BA-GIVE-96760-BA-FBiH-CS-INDV-D.3.1.1.10

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FGU
Federalna uprava za geodetske i imovinsko-pravne poslove

Bosnia and Herzegovina

Federal Administration for Geodetic and Property Affairs

Improvement project geospatial infrastructure and estimates values real estate (GIVE)

Public call for expressions of interest, consulting services - Loan No. 96760-BA

Position: Administrative assistant / Administrative Assistant

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Based on Loan no. 96760-BA between Bosnia and Herzegovina and the International Bank for Reconstruction and Development, and for the implementation of the five-year Project for the Improvement of Geospatial Infrastructure and Real Estate Valuation (GIVE) in the Federation of Bosnia and Herzegovina, part of the loan funds is intended for the engagement of consulting services. The goal of the GIVE project is to improve the accuracy and accessibility of land administration information in the Federation of BiH. The project supports the development of geospatial infrastructure, enabling the harmonised collection, storage and accessibility of data via a digital platform in accordance with international standards and improving real estate valuation system to promote transparency, efficiency and reliability in the real estate market. The project is managed by the Federal Administration for Geodetic and Property Law Affairs, and the Project Implementation Unit provides day-to-day operational and technical support for the implementation of the GIVE project.

The Administrative Assistant will provide day-to-day support to the activities of the GIVE Project Implementation Unit, including up-to-date record keeping , correspondence, organization of meetings and events , and other tasks defined in the Job Description.

The Federal Administration for Geodetic and Property Legal Affairs, Unit for the Implementation of the GIVE Project, invites all qualified and interested candidates to express their interest in providing the above consulting services. An administrative assistant must have the following qualifications, skills and experience:

- a) High school diploma;
- b) Minimum one year of work experience in performing similar tasks;
- c) Experience in working with international organizations is desirable;
- d) Ability and skill of coordination and reporting on different activities ;
- e) Knowledge of the laws of Bosnia and Herzegovina, practices and policies in the land administration sector is desirable;
- f) Reporting, interpersonal and teamwork skills ;
- g) Excellent knowledge and skills in working with MS Office applications;
- h) Knowledge of English, both oral and written;
- i) Possession of a valid driver 's license .

Preference will be given to candidates with previous experience in the land administration sector and in the implementation of international projects.

In the Declaration of Interest, it is necessary to state the qualifications, skills and experience, evidence that shows the necessary professional qualifications , skills and experience.

A detailed description of the above-mentioned tasks can be found in the Job Description, which is available on the website <http://www.fgu.com.ba> , and additional information can be obtained at the address below.

The attention of interested parties is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", July 2016, last revised in September 2023, which set out the World Bank's policy on conflicts of interest.

The consultant will be selected in accordance with the method for selecting individual consultants set out in the World Bank's "Procurement Regulations for IPF Borrowers" published in July 2016, last revised in September 2023.

Submit the letter of interest together with the CV and evidence of professional training and experience electronically, in person or by mail to the address below no later than February 17, 2025. year.

Federal Administration for Geodetic and Property Affairs

Ul. Hamdije Kreševljakovića 96, 71000 Sarajevo

Improvement project geospatial infrastructure and estimates values real estate

Phone: +387 33 586-063

E-mail: give_procurement@fgu.com.ba

Sarajevo, on 03.02.2025.



[GIVE PIU ToR for Administrative Assistant - Administrativni asistent.pdf \(102.9 KiB\)](#)