

## **Federation Administration for Geodetic and Real Property Affairs**

### **Real Estate Registration Project, Additional financing Project Implementation Unit**

#### **Administrative Assistant Terms of Reference**

#### **I. Background Information**

Real Estate Registration Project, Additional Financing (hereinafter: "Project") is implemented on the basis of the Loan Agreement - Real Estate Registration Project, Additional Financing - between Bosnia and Herzegovina and the International Bank for Reconstruction and Development - IBRD (hereinafter: "Bank ") Signed on July 2, 2020, and the Decision on Ratification of the Loan Agreement (" Official Gazette of BiH ", International Agreements No. 19/20 of December 19, 2020).

The objective of the Project is to support development of a sustainable real estate registration system with harmonized land register and cadastre records in urban areas of both the Federation of Bosnia and Herzegovina and the Republika Srpska. Real estate registers, land registers and cadastres, provide base information layers for land administration and for the establishment of a National Spatial Data Infrastructure. They are considered harmonized when their contents are aligned, interlinked and verified. Sustainability is measured by the degree an institution generates revenue to match its costs, charges affordable fees, delivers quality services without discrimination and within a reasonable time. A key driving force for the real estate registration system will be the registration of real estate rights and mortgages, and the availability of reliable information to facilitate investments, real estate taxation and spatial planning, and to enable social monitoring of real estate transactions.

The Project in the FBH is managed by the Federal Administration for Geodetic and Real Property Affairs. The Project Implementation Unit established in the Federal Administration for Geodetic and Real Property Affairs is the operative and executive body of the Project consisting of civil servants and contracted specialists with professional background necessary for successful implementation of the Project activities.

#### **II. Description of Tasks and Responsibilities**

The Administrative Assistant in the Real Estate Registration Project Implementation Unit will, among other things, be required to:

- a) keep records (protocol) of incoming and outgoing mail of the Unit in line with the FBiH regulations on the office operations,
- b) establish and maintains the Project archiving system – document control in line with the FBiH office management regulations,
- c) handle routine communications and telephone calls to the PIU and serves as technical assistant to the PIU,
- d) keep records of attendance, leave and sick-days of PIU staff,
- e) prepares and archives the Locator Logs on a monthly basis,

- f) provide administrative support related to the written correspondence between the Unit and other parties,
- g) ensure that office supplies for the Unit are purchased regularly and on time,
- h) assist with organization of seminars, workshops, study tours and other events,
- i) perform administrative tasks in relation to other institutions, post office and banks,
- j) translate minor documents and materials from English to B/C/S languages and vice versa,
- k) submits monthly activity report and other required reports to Head of the Unit and PIU Team leader,
- l) implements the prescribed Quality Assurance/Quality Control procedures,
- m) archives own activity documents and updates the Digital Archive repository on a daily basis,
- n) performs all other administrative tasks at the request of and in agreement with the Head of the Unit and PIU Team leader.

### **III. Terms and Conditions of Employment**

The incumbent shall enter into a full time employment contract. The Real Estate Registration Project Implementation Unit shall provide the incumbent with the working space, a laptop computer, with required software, and other required equipment.

### **IV. Required Professional Expertise and Qualifications**

The Administrative Assistant is required to have the following professional qualifications:

- a) A high school diploma;
- b) Work experience performing similar activities;
- c) Experience working with international organizations is desirable;
- d) Ability and skill to coordinate and report on various activities;
- e) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is desirable;
- f) Reporting, interpersonal, and team working skills;
- g) Excellent knowledge and skills in MS Office applications;
- h) English language skills, both oral and written.

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