



For our new EBRD project in the Federation of BiH, “Gradačac Water - Project Implementation including Procurement and Engineering Supervision”, our company

Ingenos.Gobiet.GmbH, Vienna, Austria

is looking for a

Junior Engineer/Project Administrator

part time, located in Gradačac.

The project includes extension and rehabilitation of water and waste water pipes in Gradačac, as well as (re)construction of adjacent reservoirs and pumping stations. The role of our company is procurement of construction works and the subsequent supervision of works.

Required Qualifications:

- Completed study or an advanced stage of study at an engineering school or university (preferably civil engineering);
- High computer proficiency (Microsoft Office and AutoCAD);
- Basic knowledge of FBiH laws on construction and all related regulations and procedures related to implementation of works contracts;
- Native Bosnian and excellent command of English;
- An outstanding team spirit;
- Previous work experience in engineering or administration is of an advantage.

Junior Engineer/Project Administrator will be entrusted with the following tasks and responsibilities:

- Liaison with the Clients – the Municipality of Gradačac and the Public Utility Company Gradačac (“Komunalac”);
- Administration of all project matters including office administration;
- Attendance of monthly progress meetings (and weekly site meetings later on) as required;
- Meeting minutes from project meetings, in English and Bosnian;
- Support to the Project Manager/Chief Engineer and other team members, including site visits; Reporting to the Chief Engineer;
- Support in writing of monthly reports and their translation, as needed;
- Organisation of logistics for the team members including transport, accommodation and other local issues;
- Other tasks allocated by the Project Manager.

Motivation letters with the CV should be sent to:

t.kucher@ingob.at and kerim.abduzaimovic@gmail.com

not later than 1 December, 2017.