

INTERNATIONAL UNIVERSITY OF SARAJEVO

JOB ANNOUNCEMENT
Faculty Secretary (1 position, m/f)

Pursuant to the Rector's Decision No. IUS-REC 01-1422/25 dated May 29, 2025, the International University of Sarajevo (IUS) invites applications for the following position:

Position Title:

Faculty Secretary

Required Qualifications:

- University degree in Law;
- Advanced proficiency in English (mandatory);
- Knowledge of Turkish is an asset;
- Minimum of one (1) year of relevant experience in a similar role.

Key Responsibilities:

- Participate in the organization and execution of faculty operations.
- Draft, propose, and finalize decisions issued by the Dean and the Faculty Council.
- Organize and oversee the work of the Faculty's administrative services.
- Serve as a full member of the University's Legal Department.
- Monitor and implement relevant regulations, and provide legal opinions as needed.
- Prepare materials for Faculty Council and other governing bodies sessions.
- Coordinate preparations for meetings of other professional bodies within the Faculty.
- Organize public consultations on draft proposals and general acts of the University and Faculty.
- Collect, consolidate, and address legal objections and suggestions related to general acts; prepare service work schedules; contribute to the development of work plans and Faculty growth strategies.
- Draft administrative resolutions, provide legal interpretations of study contracts, assist in the preparation of employment contracts for academic staff, and drafts decisions regarding the legal status of Faculty employees.
- Prepare contracts related to Faculty business operations.
- Provide legal guidance to the Student Affairs Office and administrative support to committees, delegations, and other Faculty bodies; attend Faculty Council meetings and record minutes.
- Prepare analyses and reports related to administrative affairs.
- Draft responses to complaints, lawsuits, and similar matters; compile reports for submission to relevant authorities.

- Collaborate with student representatives in the Faculty Council and other student organizations at the University.
- Draft temporary employment and consultancy contracts for external faculty members, including visiting professors and lecturers.
- Perform tasks related to labor relations and other duties as assigned by the Dean or the Deputy Secretary General for Legal and Administrative Affairs.
- Undertake additional responsibilities as required by the University, such as participation in committees, translation tasks, meetings, conferences, and related activities.

What We Offer:

- A dynamic and international work environment;
- A supportive and collegial atmosphere;
- Opportunities for continuous professional development;
- Competitive salary and benefits;
- Team-building activities.

Application Process:

Interested candidates should submit the following documents in English:

- **A detailed resume (CV);**
- **A cover letter.**

Applications may be submitted in one of the following ways:

- In person: At the IUS Protocol Office (Monday to Friday, 08:30–17:00);
- By post: Hrasnička cesta 15, 71210 Ilidža (please indicate the position on the envelope);
- Online: Via the “PRIJAVI SE NA OGLAS” option at mojposao.ba.

Additional Information:

The selection process includes a preliminary assessment of skills and motivation for shortlisted candidates.

The selected candidate will be offered a one-year fixed-term contract, including a six-month probationary period.

The application deadline is **June 15, 2025**. Only shortlisted candidates will be contacted.

Incomplete or late applications will not be considered. Application materials will not be returned.

We are an equal opportunity employer and encourage applications from all qualified individuals.