



Centralna banka  
BOSNE I HERCEGOVINE  
Централна банка  
БОСНЕ И ХЕРЦЕГОВИНЕ



# Employment in the Central Bank of Bosnia and Herzegovina

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Depending on organizational needs and challenges, we strengthen our existing human resources with candidates with extensive work experience or those at the beginning of their careers.

Recruitment is done by publishing a vacancy notice in daily newspapers and/or on the website of the Central Bank of Bosnia and Herzegovina. An application to a vacancy notice of the Central Bank of Bosnia and Herzegovina is submitted through a filled-out provided application form, submitted along with documents listed in the text of the vacancy notice.

The document entitled “**Central Bank of Bosnia and Herzegovina Vacancy Notice Application Guide**”, provides detailed instructions for applying for a vacancy notice are provided in

Candidates are contacted in written form during the selection process by mail or by e-mail and by telephone if necessary. Therefore, it is important to clearly state the correct home or living address, e-mail address, and telephone number in the application form. The Commission for candidate selection carries out the candidate selection process.

## 1. Consideration of applications

The Commission establishes whether the applications of the candidates were submitted on time, checks the accuracy and completeness of the application and whether the candidates meet the requirements for the work post. Late applications, as well as inaccurate and incomplete applications, are discarded, whereas applications that do not fulfill the requirements for the work post are rejected and the candidate receives a written decision that the application has been rejected. The candidate has the right to file a written complaint within eight days from the day of receiving the decision that the application has been rejected.

## 2. Testing of eligible candidates for the work post

Candidates who meet the requirements for the work post are informed on the methodology and field of expertise that will be covered by testing and interview. After determining the test results, they are published on the Central Bank of Bosnia and Herzegovina website under candidate codes. Candidates who failed to show up at the testing lose their right to continue participating in the candidate selection process. All candidates who pass the test are invited to attend an interview with the Commission. Candidates are invited to the interview by telephone. Candidates who failed to show up at the interview lose their right to continue participating in the selection process.

### 3. Selection of candidates

The selection of candidates is based on the list of successful candidates created by the Commission after the completion of testing and interviews with candidates. Before the selection of a candidate, the Governor may interview the candidates from the list of successful candidates.

The decision on the selected candidate is delivered to the selected candidate and to all other candidates who met the requirements for the work post.

Candidates who met the requirements, but were not selected, receive a written notice stating brief reasons why a candidate was not selected, and advice on the legal remedy. Candidates have the right to file a written complaint within eight days from the day of receiving the decision on the candidate selection.

### 4. Employment agreement

The selected candidate is obliged to submit the required documentation to the Human Resources Department within eight days starting from the day of receiving the selection decision.

If the selected candidate does not submit all necessary documentation within this period, the candidate cannot be employed, and the decision on their selection is canceled.

The Central Bank concludes a contract of employment with the selected candidate.