

Employment in the Central Bank of Bosnia and Herzegovina

Depending on organizational needs and challenges, we strengthen our existing human resources with candidates who have extensive work experience or those who are beginning their career.

Recruitment is carried out 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 given application form, submitted along with documents listed in the text of the vacancy notice. Detailed instructions for applying to a vacancy notice are given in the document “Central Bank of Bosnia and Herzegovina Vacancy Notice Application Guide”.

Candidates are contacted in written form during the selection process (by mail, e-mail) and by telephone if necessary, therefore it is extremely important to clearly state the correct address, e-mail address and telephone number in the application form. The candidate selection process is carried out by a Commission for candidate selection.

Consideration of applications:

The Commission considers applications of the candidates and notes the timeliness, accuracy and completeness of the application, and whether the candidates meet the requirements for the work post. Applications which are submitted late, inaccurate and incomplete applications are discarded, whereas applications which do not fulfill the requirements for the work post are rejected and the candidate receives a decision that the application has been rejected.

The candidate has the right to file a written complaint within 8 days from the day of receiving the decision that the application has been rejected.

Testing of eligible candidates for the work post:

Candidates who meet the requirements for the work post are invited to take a test. Testing consists of an expertise test, English language test, psychological assessments and an interview.

After determining the test results, they are published on the Central Bank of Bosnia and Herzegovina website under candidate codes, at least one day before the scheduled interview with candidates. Candidates who did not attend 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 do not attend the interview lose their right to continue participating in the selection process.

Selection of candidates:

Selection of candidates is based on the list of successful 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 the candidate was not selected, as well as advice on legal remedy.

Candidates have the right to file a written complaint, within eight days from the day of receiving the decision on the selected candidate.

Employment agreement:

The selected candidate is obliged to submit required documentation to the Human Resources Department, within 8 days from the day of receiving the decision on selection. 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.