

# ADMINISTRATIVE ASSISTANT TO HJPCs

**DUTY STATION:** Sarajevo

**GRADE:** 4

**CONTRACT TYPE:** National

## THE HIGH JUDICIAL AND PROSECUTORIAL COUNCILS (HJPCs)

One of the key planks of the judicial reform strategy is the creation of the High Judicial and Prosecutorial Councils (HJPCs) of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina and of Republika Srpska. The HJPCs are responsible for appointing judges and prosecutors to office throughout BiH and are also to be involved in the restructuring of courts and prosecutors' offices. The Councils handle all disciplinary and suspensions proceedings against sitting judges and prosecutors and play a leading role in the designing of the initial and continuing training programs for judicial officials. The HJPCs play a key role in the reform of the judiciary in BiH, by ensuring that only persons with the requisite professional and moral characteristics are appointed as judges and prosecutors. The HJPCs will depoliticise the appointment process for judges and prosecutors and establish a strong basis to enable a smooth transition to local ownership upon conclusion of the restructuring and appointment processes.

## PURPOSE AND SCOPE OF POSITION

Assistant will provide programme and administrative support to the President and Vice-president of the High Judicial and Prosecutorial Councils as well as other HJPC international and national members, and act as departmental liaison. The incumbent shall work under the general supervision of the

President and Vice-president of the HJPCs and the Advisor/Coordinator of the HJPCs.

## **DUTIES AND RESPONSIBILITIES**

### **Administrative**

- Covering the administration of the High Judicial and Prosecutorial Councils (filing of documents, dispatching the inter-office liaisons, assisting the HJPC members with their obligations, personnel and finance administration issues);
- Receiving and co-coordinating correspondence for the three Councils;
- Providing administrative support, monitoring and co-coordinating meetings and schedules with HJPCs members;
- Participating in the organization and preparation of the sessions of the HJPCs;
- Organizing high-level meetings with Ministers of Justice, Supreme and State Courts' Presidents, Constitutional Courts and lower tier courts and Prosecutor's Offices;
- Taking minutes and/or notes at sessions and meetings;
- Making transportation arrangements for meetings, workshops and conferences, preparing travel authorization forms and assembling information relevant to purpose of travel;
- Performing other duties as required by the HJPCs members or the President and Vice-president of the HJPCs;
- Maintaining operational contact and co-ordination within and outside the IJC/OHR with persons and organizations involved in the work of the Councils;
- Preparing official correspondence;

- Planning and co-ordination of file and record management within the HJPCs;
- Working closely with other executive secretaries and assistants in administrative matters, as needed;
- Performing other administrative duties in or on behalf of the HJPCs as may be assigned from time to time by the President of the Councils;
- Other duties assigned by President and Vice-president of the HJPCs and the Advisor/Coordinator.

## **Liaison**

- Liaison with the IJC Translators' Pool, processing and keeping record of all HJPCs translation requests;
- Liaison with various authorities (mostly judicial and law enforcement agencies) on various reforms;
- Liaison with Disciplinary Prosecutor on disciplinary cases being conducted against judges and prosecutors;
- Liaison with IJC, IVD regarding the application material and coordination of material between the IJC and HJPCs members.

## **Interpreting/Translating**

- Working with and interpreting for the President and Vice-president and other international members of the HJPCs in meetings with local authorities and contacts as well as with national members of the Councils;
- Translating and analyzing documentation relevant to institutional and legal reform projects being undertaken or supported by HJPCs;
- Collecting and translating data from Prosecutor's Offices and Courts throughout BiH and other Legal

Institutions;

- Translating various documents such as internal and external correspondence, interviews evaluation reports and all other relevant documents as requested by the Councils members;
- Translating and analyzing application and supporting material submitted by applicants for judicial and prosecutorial posts.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completion of secondary school and a minimum of three years experience with international organizations;
- Very good interpersonal skills to interact with both international and local experts;
- Background in management and/or business is preferred, including some understanding of budgeting systems;
- Computer skills are required, especially in dealing with databases and spreadsheets;
- Willingness to work long hours and in a team;
- Fluent English and Bosnian/Croatian/Serbian speaking and writing skills required.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter including references to:

**Personnel Department**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Fax: +387 (0) 33 283 771**  
**[application@ohr.int](mailto:application@ohr.int)**

**E-mail:**

**Reference number: 2003/442 must be quoted**  
**Closing date for applications: 13 October 2003**

***Only short listed candidates will be contacted***  
***No telephone inquiries please***