

INTERNATIONAL / NATIONAL INVESTIGATOR

Duty Station: Banja Luka

Contract type: National/International

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Department (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs.

PURPOSE AND SCOPE OF POSITION

The IVD will receive, review, and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC.

The IVD and the IJC Field Offices will consist of international and national legal officers/investigators who will gather information about applicants. They will also be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. They will also assist in planning the development of the HJC and the logistics of the appointment process for all courts and prosecutor's offices, requiring co-ordination with other IJC departments responsible for overseeing the restructuring of the courts and prosecutor's offices.

An extremely important part of the work of the IVD will be the investigation of judges and prosecutors. This major task will be carried out by the Investigation Section of the IVD, which will consist of a team of investigators, led by the Deputy Chief of IVD.

The investigator will work under the supervision of the Head of the Field Office. The investigator will, within the AoR, be responsible for the receipt, review, and verification of all application information, investigation cases involving allegations of misconduct by judges and prosecutors, verification of information provided by applicants for judicial and prosecutorial positions; assistance in relation to all issues arising related to investigations of judges and prosecutors, including domestic legal issues and procedures. The investigator will have specific duties and responsibilities as follows:

DUTIES AND RESPONSIBILITIES

- Advise on all matters related to the reselection process for judges and prosecutors, including assisting in the preparation of materials for sessions of the High Judicial Council and preparing reports related to individual judges and prosecutors;
- Assist and advise other department of the IJC as requested and in particular on issues related to the restructuring of the judiciary and legal and law reform

issues in the Republika Srpska generally;

- Assist with issues arising related to the selection process for judges and prosecutors, including domestic legal issues and procedures;
- Devise systems and methodologies for the coordination of the verification of information provided by applicants for judicial and prosecutorial posts;
- Investigate allegations of misconduct by judges and prosecutors, either alone or working as part of a team;
- Coordinate the conduct of investigations of judges and prosecutors and devise standard forms for the presentation and collation of the results of investigations;
- Advise on disciplinary and other measures for judges and prosecutor;
- Maintain an effective and updated filing system related to review process;
- Liaison with relevant national and international organisations on matters related to judicial reform generally; and
- Perform related tasks as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Law degree;
- A minimum of five years professional experience required in a practical legal setting, preferably as a judge, prosecutor, counsel, court administrator or within a Ministry of Justice;
- Previous experience in development work in countries in transition desirable, especially in Bosnia and Herzegovina or other counties of the former SFRY;
- Experience with or knowledge of European systems and norms preferred;
- Ability to operate both within the framework of a team and independently;
- Ability to work and draft legal documents in English;
- Mature judgment and flexibility;

- Computer literacy;
- Must be able and willing to travel within BiH.

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

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Please quote Reference number: 2003/099

Closing date for applications: 3 April 2003