

LEGAL COUNSEL

Duty station: Sarajevo

Contract type: National/International

Grade: 10

PURPOSE AND SCOPE OF THE POSITION

The Legal Counsel will be under the general supervision of the High Representative and under the direct supervision of the Deputy High Representative for Legal Affairs. He or she will also report where necessary to the cabinet of the High Representative. He or she will work in close collaboration with the Personnel Department and the Finance and Administration Department and such other Departments or Sections that may from time to time require legal advice pertinent to the main duties of the Legal Counsel.

DUTIES AND RESPONSIBILITIES

- à Advise on Labour Law issues between the OHR and its national and international staff;
- à Prepare and execution of Memoranda of Understanding;
- à Prepare of contracts of employment and for services;
- à Disciplinary procedures;
- à Investigation of breaches of the anti-discrimination and anti-harassment policies of the OHR;
- à Deal with third party claims against OHR arising out of contracts and accidents;
- à Deal with contractual relations between the OHR and third parties generally;

- à Advise generally as to best practice to be adopted with a view to preventing legal disputes involving the OHR;
- à Work in the area of Administrative Law and its reform;
- à Such other work as from time to time may be assigned by Head of Legal Department or such other person as may be designated by the Head of Legal Department;
- à Give further advice on matters that may arise from time to time to the cabinet of the High Representative.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- à To have had a minimum of 7 years post qualification professional practise of Law and experience in the relevant areas of responsibility;
- à To have excellent written and spoken English;
- à Be computer literate;
- à Be able to work with flexibility in a multi-disciplinary international organisation.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

**Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina**

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2002/375

Closing date for applications: 31 January 2003