ASSISTANT LEGAL OFFICER

DUTY STATION: Brcko

GRADE: 7

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The Assistant Legal Officer is mainly responsible for conducting legal research and assisting the Head of Legal Section in undertaking legal research, drafting, archiving, and categorization of Supervisory Orders for final implementation of the Final Award and the Statute of the Brcko District of Bosnia and Herzegovina.

DUTIES AND RESPONSIBILITIES:

- Conduct legal research and provide support in archiving and filing legal documents;
- Assist in listing Entity legislation still applicable within the District;
- Liaise with District authorities identifying areas of priority for implementation of Supervisory Orders and legislative harmonisation and make proposals to the Head of Section;
- Assist in categorizing and following up on the on-going implementation of Supervisory Orders for potential repealing/transforming in legislation;
- Assist in drafting legal acts required for ending supervision, monitoring work of disciplinary and appellate commission;

- Present legal research findings reports to the Head of Section upon request;
- Assist the Head of Legal Section to provide legal advice to the District Government on the implementation of Supervisory Orders and legislation;
- Provide assistance to other OHR-BFAO sections as directed by the Head of the Legal Section;
- Provide any other kind of legal advice and assistance to superiors.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- First level degree in law or similar;
- Minimum two years' work experience, preferably in international institutions;
- Excellent research and analytical skills;
- Thorough understanding of the Final Award and the Statute of the Brcko District;
- Excellent communication and diplomatic skills;
- Legal drafting skills would be considered as an asset;
- Strong team working ability and ability to work under minimum of supervision when required as well as ability to work under pressure;
- Excellent command of English;
- Fluency in Bosnian/Serb/Croatian;
- Computer literacy.

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

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

Reference number: 2008/21
Closing date for applications: 21 May 2008

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