LEGAL AND RULE OF LAW OFFICER

DUTY STATION: Banja Luka

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The incumbent serves as Legal Advisor and Rule of Law Officer and constitutes the Legal Section in the OHR Regional Office Banja Luka. S/he provides legal advice and expert opinions concerning issues within the domain of the Banja Luka Regional Office to the Head of Office, as well as other sections of OHR Banja Luka and the Legal Department in OHR Sarajevo, as required. His/her activities focus on constitutional, legal and rule of law matters involving the Republika Srpska.

The successful candidate will work under the general supervision of the Head of the Banja Luka Regional Office, while exercising individual initiative and responsibility in determining, prioritising, executing and reporting on tasks required to fulfill the mission of the Banja Luka Legal Section.

The incumbent's activities also require regular contact and consultation with legal experts from relevant fields, within and outside of OHR, including local national and international legal experts and personnel.

DUTIES AND RESPONSIBILITIES:

The incumbent:

- Identifies priorities and provides analytical support on all legal and rule of law issues that fall within the scope of activities of OHR Banja Luka;
- Maintains contacts with RS and other local national legal and rule of law officials and institutions, and reports all information obtained during his/her contacts;

- Provides expert advice and support concerning RS constitutional, legal and rule of law matters to OHR and represents OHR in working bodies with local governmental and/or international representatives;
- Monitors the legislative work of RS legislative bodies, in close cooperation with the Political Section of OHR Banja Luka;
- Reviews, summarizes and provides legal recommendations regarding RS and other BiH draft and proposed legislation;
- Monitors and reports on reform processes and developments in the judiciary, security sector and law enforcement agencies within the AoR;
- Analysis, provides advice on and follows up on selected cases in the area of rule of law as tasked by the Head of Office;
- Functions as OHR point of contact with relevant RS interlocutors for selected legal/rule of law matters;
- Conducts research on legal issues;
- Performs other duties as assigned.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

The incumbent must:

- Be a graduate of a recognized law faculty within BiH or the Former Federal Republic of Yugoslavia;
- Have at least three years work experience in the areas of constitutional law, public/administrative law, criminal law, human rights law, or similar areas of experience;
- Be acquainted with judicial, prosecutorial and administrative procedures;
- Be able to deal with both theoretical legal matters and practical rule of law issues;
- Possess excellent English and local language skills, both in speaking and writing, and be able to report effectively in either language;

- Possess relevant computer skills and literacy (Microsoft Windows, Word, Excel, Outlook, etc.);

- Be acquainted with legal (electronic) research instruments used in BiH and internationally;

- Be able to work under pressure and time constraints, be self-motivated, willing to work within a team and under minimal direct supervision; and

- Perform his/her duties with the needed sense of discretion.

- Previous experience working with international organizations shall be considered an advantage.

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: 2007/68 must be quoted
Closing date for applications: 18 June 2007

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