

# LEGAL ADVISOR FOR PUBLIC AND ADMINISTRATIVE LAW

**DUTY STATION:** Sarajevo

**GRADE:** 9

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

In general, the Legal Advisor will assist the Department for Legal Affairs to play a key part in the provision of specialist legal services in the areas of law that are of interest to the Office of the High Representative. The Legal Advisor will prepare analysis and recommendations on issues related to legislative reform in the field of public and administrative law. In particular, he/she will work on the following fields:

– Matters related to the international protection of human rights including BiH's obligations under international treaties such as, inter alia, the European Convention on Human Rights and the International Covenant on Civil and Political Rights

– Defense matters and arms control, including the establishment of State defense structures, abolition of entity ministries of defense and the establishment, at BiH level, of a proper regime of control of production and exports of weapons;

– Criminal law: substantive and procedural, as well as subsidiary laws to the Criminal Codes and the laws in connection with criminal law, especially laws providing instruments for fighting high profile crime such as organized crime, drug trafficking...

The Legal Advisor will be responsible for formulating policies and/or co-ordinate activities related to legislative reform in these particular fields within the OHR and will directly advise the Principals of the OHR on those issues. Although the Legal Advisor will work as part of a team of lawyers forming the Public Law and Administrative Unit and under the overall direction of the Head of Department for Legal Affairs, he/she will enjoy substantial independence in his/her work. The Legal Advisor will often be required to provide advice to other international agencies operating in BiH and to BiH's government bodies.

The Legal Advisor will represent the OHR and lead OHR's involvement in drafting legislation within domestic and international Working Groups and Commissions established under domestic law or by decision of the High Representative. As such, the Legal Advisor will serve as the OHR contact person within such group and will work in close cooperation with the BiH authorities sitting in those group/commissions.

The legal advisor will work with other departments within the OHR to facilitate the adoption of the legislation falling within their field of responsibility. In particular, the Legal Advisor will meet with parliamentarians, senior advisers/officials and Ministers or otherwise maintain relations with other international agencies in order to ensure adoption of crucial pieces of legislation.

Other tasks will include preparing briefings reports, correspondence and updates relevant to the field of responsibility for the Senior Deputy High Representative, the Head of the Legal Department and will have specific reporting

responsibilities to the PDHR/SDHR as required.

## **DUTIES AND RESPONSIBILITIES:**

§               Ensure proper follow up in the fields identified in the first part of this terms of reference, both at the level of the State of Bosnia and Herzegovina and at the level of the Entities of BiH;

§               Work together with the national authorities, and in particular officials within the Council of Ministers, to that effect;

§               Lead and coordinate for the OHR working groups and commissions in legislative reform projects, initiated in and outside of OHR;

§               Ensure proper implementation of already adopted laws in the fields identified in the first part of this term of reference;

§               Cooperate with and provide strategic legal advice to Government officials on State, Entity and Cantonal level on matters falling within the field of responsibility;

§               Coordinate the activities of the civilian organizations and agencies in BiH in their field of responsibility and, in particular, cooperate closely with relevant multilateral organizations and EU Agencies to determine consistent strategies concerning his/her field of responsibilities, and ensure the implementation of said

strategies;

§ Advise OHR's Principals on legal and strategic matters linked to the field of responsibility and draft letters, prepare background paper and talking points to that effect;

§ Reviewing the agenda of various government and parliamentary bodies, to ensure that legislation which is put out is consistent with Dayton and the objectives behind developing the legislative framework for BiH;

§ In house co-ordination on issues within the field of responsibilities and in house legal advise;

§ Other tasks as assigned by the Head of Department for Legal Affairs.

#### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

§ Law Degree;

§ Have at last 5 years of relevant professional experience;

§ Excellent drafting skills;

§ Experience with or knowledge of European/other

legal systems and norms preferred;

§ Very good written and spoken English, including knowledge of legal terminology and ability to draft legal documents;

§ Mature judgment and flexibility;

§ Computer literacy;

§ Ability to work on own initiative with minimal supervision, and to operate as a part of a team;

§ Ability to lead and coordinate for the working groups and commissions in legislative reform projects;

§ Proven ability to work under stress and considerable pressure.

**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***

***application@ohr.int***

***E-mail:***

***Reference number: 2005/079 must be quoted***

***Closing date for applications: 07 May 2005***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***