

CASE ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 6

PURPOSE AND SCOPE OF POSITION

The purpose of the position is to ensure that ACCU Officers have at all times a dedicated assistant for interpreting, translating and other case-related duties. The job is intended to enable the ACCU Officers to communicate and interact with the BiH environment in pursuit of their duties.

The position is primarily focused on interpreting, translating, information management and casework skills. The assistant should have some office management abilities in order to allow the ACCU Officer to focus on substantive matters. Good analytical skills would be used in the case work as required.

DUTIES AND RESPONSIBILITIES

§ Working with and interpreting for the assigned ACCU Officers in meetings with local authorities and contacts;

§ Working with the ACCU on analyzing and translating investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases;

§ Translating and reviewing charges against suspects with evidence presented in various police reports and other evidentiary documents;

§ Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime and embezzlement;

§ Helping liaison with various authorities (primarily judicial and law enforcement agencies) on the corruption cases;

§ Interpreting at meetings and follow up of cases;

§ Covering various administrative requirements (filing system, dispatching the inter-office liaisons, assisting the ACCU Officer with his administrative obligations);

§ Receiving and co-coordinating correspondence;

§ Providing administrative support, monitoring and co-coordinating meetings and schedules with departmental staff;

§ Performing other duties as required by the assigned ACCU Officers or the Head and/or Deputy Head of the ACCU Department.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

§ Completion of secondary school (preferably university) and a minimum two years work experience with international organizations,

§ Familiarity with financial and/or legal terminology is an advantage;

§ Very good interpersonal skills to interact with both international and local experts;

§ Good analytical skills/experience are desired;

§ Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended;

§ Willingness to work long hours and in a team;

§ Good English, Bosnian/Croatian/Serbian speaking and

writing skills required;

§ Valid driving license.

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: 2004/648 must be quoted
Closing date for applications: 21 January 2005

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