

MANAGER OF THE OFFICE FOR INFORMATION AND RECORDS

DUTY STATION: Sarajevo

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

The War Crimes Chamber project is seeking to hire a Manager of the Office for Information and Records with responsibility for management of the Registry's information and records functions, including the processing of files, correspondence and other documents, provision of services to the public, and management of general Registry records and archives.

The Manager of the Office for Information and Records will report directly to the Head of Court Management and supervise Registry Clerks, Evidence and Archives Manager, Front desk and Library staff.

DUTIES AND RESPONSIBILITIES

- Carry out general management of operations and staff of the Information and Records Unit;
- Oversee the receipt, processing, filing and dissemination of documents, information and records as well as the administration of case files; ensure the safety and integrity of all files, information and materials handled by the Unit;
- Establish and supervise strict procedures for dealing with confidential and protected information in accordance with the laws of Bosnia and Herzegovina, court rules and Court Management Rules and Procedures;
- Ensure general compliance by the Information and

Records Unit with applicable laws, court rules and Court Management Rules and Procedures;

- Establish procedures for dealing with public enquiries and provision of information on general court services;
- Supervise the provision of general administrative services such as the processing of mail and faxes, and operation of telephone services;
- Supervise the operation of the court library and provide support to the Head Court Librarian;
- Oversee the receipt, storage, indexing and retrieval of evidentiary and archived material; supervise the work of the Evidence / Archives Manager;
- Supervise the operation of electronic case file management and document management systems, as well as other general Registry records;
- Monitor controlled access to files;
- Conduct staff appraisal;
- Support the Head of Court Management in relation to recruitment of staff and other staffing issues.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Degree in Law or other relevant discipline;
- Extensive experience in legal administration;
- Excellent organizational, managerial, planning and administrative skills;
- Staff supervision experience;
- Experience in case and litigation management;
- Knowledge of, and experience in, the management of electronic and physical systems for storage and processing of information;

- Extensive knowledge of computers and computer applications;
- Ability to work under pressure;
- Excellent interpersonal skills and professional appearance;
- Experience in a court registry environment is highly desirable.

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: 2004/574 must be quoted
Closing date for applications: 22 November 2004

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