# ECONOMIST

**DUTY STATION:** Sarajevo

**CONTRACT TYPE :** National Consultant

**THE HIGH JUDICIAL AND PROSECUTORIAL COUNCIL OF BIH**

The competency of the High Judicial and Prosecutorial Council of BiH (the Council) is regulated by law and includes, among other things, appointment, discipline, and temporary suspension of judges and prosecutors in Bosnia and Herzegovina, as well as certain aspects of court and prosecutors offices administration and management. The Council is an independent and autonomous body, with the task of ensuring the maintenance of an independent, impartial and professional judiciary as confirmed in Article 17 of the HJPC law.

**THE SECRETARIAT**

The professional, financial and administrative tasks for the Council are performed by the Secretariat of the Council.

The Secretariat of the Council is composed of the following three departments: (i) Appointment (AD); (ii) Legal and Budget, (LBD); (iii) and Administration and Finance (AFD). The support provided by the AD includes receiving and verifying applications for judicial and prosecutorial office, advising on all matters relating to the appointment of judges and prosecutors, and assisting in the processing of disciplinary actions. The support provided by the LBD includes, issuing opinions on laws and other legal issues, supervision of training activities, court budgeting and funding as well as managing/coordinating other judicial reform projects. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going

operations.

**THE LAND REGISTRY PROJECT**

According to the laws adopted in 2003, municipal or basic courts are responsible for the registration of property rights and other related rights. Each of these courts has to establish a land registry office. Since 2003, international donors have been financing a project supporting the implementation of the Law on Land Registry. The project has been providing legal, financial and technical assistance, specific equipment, and continuous education and training to the courts. As the Secretariat of the HJPC is responsible for the general supervision and coordination of courts activities, the project has been financing staff positions in the HJPC in order to represent the land registry sector in the HJPC and to ensure its sustainability in the frame of the judiciary system.

**PURPOSE AND SCOPE OF POSITION**

The Economist will assist the Secretariat of HJPC and the Land Registry Project, in dealing with organizational, financial and economic matters relating to the land registry, specifically in the development and monitoring of land registry infrastructure and budgets.

**DUTIES AND RESPONSIBILITIES**

Under the common supervision of the Secretariat of the HJPC, the Economist will be responsible in assisting in the analysis and review of court needs in terms of staff, infrastructure and budget, and other documents of an economic nature, including identification of problems and development of solutions.

He/she will collect and process relevant information from the courts, draft proposals and provide advice in economic matters, in particular in drafting court budget

plans/proposals and processing budget related data collected from courts.

The incumbent will also be responsible for other tasks as allocated by the Secretariat of the HJPC.

**PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

· BiH citizenship;

· General requirements defined by Article 22 of the Law on Civil Service in institutions of Bosnia-Herzegovina;

· University Diploma/Degree with a major in finance/economy/management (preferred);

· Minimum one (1) year experience with project planning and budgeting;

· Excellent knowledge of all aspects of budgeting and economic assessments especially in public finances;

· Excellent analytical and organizational skills;

· Proven attention to detail;

· Ability to plan and implement projects within a specified timeframe;

· Very good interpersonal skills to interact within a multicultural environment;

· Ability to take initiative and work in a team setting with a high degree of confidentiality;

· Mature judgment and flexibility;

· Good command of oral and written English;

· Good computer skills;

· Knowledge of the BiH public finance system and

previous experience in financial matters (preferred).

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: 2004/444 must be quoted***
***Closing date for applications: 30 August 2004***

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