NATIONAL LAWYER, COURT ADMINISTRATION PROJECT

DUTY STATION: Sarajevo/Banja Luka

CONTRACT TYPE: National (2 positions)

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.

PURPOSE AND SCOPE OF POSITION:

This project aims to assist two of the largest first instance courts in BiH (the Sarajevo Municipal Court and the Banja Luka Basic Court) to reform their organization and administration following the restructuring process and in the light of other changes required for court operations due to new legislation and new Book of Rules.

The project is, to some extent, a follow on to the Independent Judicial Commission's (IJC's) Court Administration Projects (Phase 01 and 02) financed by the Norwegian Government.

The overall objective of the Project is:

To address problems of court inefficiency and court administration/management specifically facing the two project courts within the framework of the restructuring process and the resulting changes in organization and jurisdiction of the courts.

The specific objectives of the Project are:

· To assist the two courts to develop a new organizational structure in order to enable effective management and the proper execution of administrative responsibility.

· To orient the court secretary to assume a stronger role as the manager of the court, facilitating more extensive delegation of duties by the court president.

· To ensure that the personnel structure of the courts facilitates effective administration and management.

· To facilitate optimal use of court premises.

DUTIES AND RESPONSIBILITIES:

· To provide general advice and assistance in the implementation of the project;

· To take responsibility for particular aspects of the project;

· To assist in developing new internal procedures consistent with the proposals for more efficient internal administrative structure and reporting requirements;

· To assist in evaluating the personnel structure of the pilot courts;

· To assist in developing further project proposals regarding court premises, equipment, and training of judges and staff in reformed administrative practices;

· To undertake all other tasks as assigned.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Citizen of Bosnia and Herzegovina;

· Law degree;

· A minimum of two years professional experience, most of which should be in a practical legal setting, preferably as a judge, prosecutor, or attorney;

· Ability to operate both within the framework of a team and independently;

· Ability to work and draft documents in English;

· Able and willing to travel within BiH.

Any personnel 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: 2004/433, 434 must be quoted
Closing date for applications: 24 August 2004

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