DATABASE ADMINISTRATOR/IT SPECIALIST

DUTY STATION: Sarajevo

CONTRACT TYPE: National (2 positions)

The Secretariat of the High Judicial and Prosecutorial Council of Bosnia- Herzegovina (HJPC) supports the work of the High Judicial and Prosecutorial Council of the Bosnia- Herzegovina.

The Secretariat 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 RoL projects.

The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations.

PURPOSE AND SCOPE OF POSITION:

The HJPC in Sarajevo is currently seeking qualified candidates for the position of Database Administrator/ IT Specialist for the project that aims to assist the HJPC in its new role as central decision-making body for ICT development in the judiciary and prosecution. The Project will finalize an ICT strategy plan for approval by the HJPC and will assist in its implementation. In particular, the Project will focus on co-ordination of existing and planned donor ICT projects in order

to ensure optimal use of resources. It will also assist the judiciary and prosecution make use of the computer facilities that they already have or will obtain by setting up a Help Desk, further development of existing software, and initiation and co-ordination of user training.

The database administrators will be responsible for developing applications for the HJPC but may be required to do so for other departments as well. They will work under the direct supervision of the Program Manager.

The scope of work for the position includes the following:

a.) Development of logical and physical databases, review of database design, monitoring of database performance, and administration of database security;

b.) Installation, configuration, and administration of database applications;

c.) Providing user support in the field of database applications.

DUTIES AND RESPONSIBILITIES:

· Information System Development for medium and big applications (knowledge of Oracle development tools);

· Repair, maintain and troubleshoot Oracle applications;

· Able to work completely independently to solve problems;

· Participation in user requirements analysis;

· Strong technical problem solving skills;

· All other related duties as assigned by their supervisors;

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· University Degree in Computer Sciences preferred;

· Several years of industry experience in Information Systems Development using Oracle tools like forms, reports, PLSQL, Java programming and Oracle workflow;

· Knowledge of Windows NT/2000/2003 client/server software and Microsoft Back Office products;

· Experience as a database administrator of relational databases and web developing;

· XML & Web services – should have experience writing web services in Java. This is not a current responsibility but is expected in the future;

· Sound basic knowledge of LAN/WAN concepts and of TCP/IP;

· Excellent command of oral and written English essential

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: 2004/318, 319 must be quoted
Closing date for applications: 12 July 2004

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