

# LAWYER

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National (2 positions)

## **THE SECRETARIAT**

The Secretariat of the High Judicial and Prosecutorial Council of Bosnia- Herzegovina (HJPC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska and the High Judicial and Prosecutorial Council of the Federation of 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, supervisory 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 primary task of the incumbent will be to assist the Secretariat in all aspects of legal and budget related issues. This will include, but is not limited to, providing written opinions on various legal issues, drafting letters and other documents, providing opinions on laws, and working on

various projects managed by the Legal and Budget Department.

The incumbent cooperates on daily basis with lawyers and other staff members from other departments of the Secretariat and the Office of the Disciplinary Counsel, and also liaises with and works closely with international agencies, national authorities, courts and prosecutor's offices, and other participating agencies and institutions.

The Lawyer is also responsible for other tasks, as allocated by the Head of Department and the Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

- Act as the contact person and coordinator for all legal matters related to court administration, judicial and prosecutorial education and training, budgeting and other projects run by Legal and Budget Department;
- Draft letters, legal opinions, decisions and other documents, including interpretation of local legislation;
- Draft legislation as required and comment on draft legislation;
- Closely observe the BiH judicial and legal systems, including new developments;
- Undertake all other tasks as required by Head of Department and Executive Director.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Citizen of Bosnia-Herzegovina;
- Degree in Law;
- General requirements defined by Article 22 of the Law on Civil Service in institutions of Bosnia-Herzegovina;
- Minimum of three (3) years working experience in a

legal setting;

- Ability to draft legal opinions in all legal matters;
- Excellent analytical 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;
- Passed Bar Exam, knowledge of the BiH judicial system as well as public finances (preferred).

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**  
**application@ohr.int**

**E-mail:**

**Reference numbers: 2004/110,111 must be quoted**  
**Closing date for applications: 19 May 2004**

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