

# DISCIPLINARY COUNSEL

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

## THE OFFICE OF THE DISCIPLINARY COUNSEL

In accordance with the Law on HJPC and the Rules of Procedure of the Council, the Office of the Disciplinary Counsel (ODC), a designated disciplinary body of the HJPC, shall be responsible for investigating allegations of misconduct and initiating all cases regarding potential disciplinary action against judges and prosecutors and for adjudicating appeals on decisions rendered by the disciplinary panel of the Council.

## THE SECRETARIAT

While the Office of the Disciplinary Counsel is a disciplinary body of the HJPC and reports directly to the Council, the professional and administrative tasks for the Council are performed by the Secretariat of the High Judicial and Prosecutorial Council of Bosnia- Herzegovina (HJPC); which, 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.

## PURPOSE AND SCOPE OF POSITION:

The Disciplinary Counsel will manage the ODC staff and will be responsible for the receipt, review and investigation of complaints involving allegations of misconduct against judges and prosecutors; and, as appropriately determined, for preparing, initiating and presenting disciplinary proceedings against judges and prosecutors before the HJPC BiH. In consultation with the HJPC BiH and Secretariat, the Disciplinary Counsel will plan the development of the ODC and

the procedures for disciplinary processes.

#### **DUTIES AND RESPONSIBILITIES:**

- Identify, initiate and present disciplinary proceedings before the HJPC BiH against judges and prosecutors who commit disciplinary violations, as defined by law
- Recommend appropriate sanctions for disciplinary violations to the HJPC BiH
- Assist with the development of consistent standards for sanctioning of disciplinary violations
- Develop standard processes and procedures for ODC's handling of disciplinary matters throughout all phases of the disciplinary proceedings
- Train ODC staff in the investigation, evaluation and presentation of disciplinary matters
- All other related tasks as assigned by the HJPC BiH

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

- Citizen of Bosnia-Herzegovina;
- Minimum of three (3) years of practical experience as a judge, prosecutor, attorney or other relevant legal experience after having passed the bar examination;
- Proven management and leadership skills relevant to the operation of ODC;
- General requirements defined by Article 22 of the Law on Civil Service in institutions of Bosnia-Herzegovina;
- High moral standing;
- Ability to process numerous cases in an efficient manner;

- Ability to plan and implement projects within a specified timeframe;
- Knowledge and experience of systems of judicial and prosecutorial discipline;
- Experience with European systems and norms for discipline of judges and prosecutors (preferred);
- Proven attention to detail;
- 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.

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 number: 2004/126 must be quoted**  
**Closing date for applications: 19 May 2004**

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