

# LEGAL OFFICER

**DUTY STATION:**

Banja Luka

**GRADE:**

8

**CONTRACT TYPE:**

National short-term (6-month)

**PURPOSE AND SCOPE OF POSITION:**

The incumbent provides legal advice and expert opinions concerning all issues generally within the domain of the Legal Office, and may be called upon to respond to legal issues generally pertinent throughout BiH, though generally he/she will concentrate on legal matters within the Republika Srpska, the Federation of BiH, and selected Cantons. The incumbent supports and fills in for the Head of Office when she is not available.

The incumbent vigorously advocates the legal positions and policy of the Office of the High Representative and the International Community in BiH before legal and other officials within the RS and Cantons, seeking to instill a sense of ownership in their own system, responsibility for its failures and potential successes, and excitement about the potential for reform, the development of the rule of law and strengthening of a civil society in BiH.

While working under the direct supervision of the Head of the Banja Luka Legal Office, and the general supervision of the Head of the Banja Luka Regional Office, the incumbent exercises individual discretion and responsibility in determining, prioritizing and executing work tasks required to fulfill the Legal Office's mission. The incumbent informs supervisors as to the general status of his/her work, exercising discretion as to the degree of information that is necessary and to whom communications and reports are to be addressed.

The incumbent also maintains regular contact and consultation with legal and other experts from relevant fields outside of OHR; including local national and international legal experts and other personnel. The incumbent performs these activities with minimal direct supervision, reporting, as needed the details and results of his work.

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

- Advocate the positions of the OHR and the IC before legal and other officials of BiH, the RS, the Federation of BiH and Cantons;
- Identify legal and other officials who share the vision of the OHR and the IC in general and brings their identity to the attention of relevant officials within the OHR.
- Nurture and/or support feelings of ownership, responsibility and desire for progress within selected local legal and other officials.
- Conduct research on BiH, RS, Federation of BiH and Cantonal legal issues, with emphasis on: international, public and private law, commercial and business law, and constitutional and statutory law;
- Identify priorities and provide analytical support to supervisors in the legal issues involved in the activities of the Banja Luka Regional Office;
- Maintain contacts with RS, Cantonal and other local national legal officials and institutions, and report all information obtained during his contacts to relevant OHR and other legal and non-legal officials;
- Provide expert advice and support concerning RS, and Cantonal legal matters to appropriate officials and/or working groups;

- Monitor the legislative work of Cantonal legislative bodies;
- Participate in International Community review of draft and proposed RS legislation, and as necessary, draft and proposed Cantonal legislation, providing specific recommendations about legal or constitutional issues raised therein;
- Function as primary Banja Luka Regional Office legal point of contact with relevant Cantonal Ministries for assorted legal matters, including transmittal of important and time-sensitive communications from OHR officials to legal or government officials;
- Draft and provide written and oral legal advice and opinions to OHR personnel, including the Head of Regional Office, Banja Luka, members of the OHR staff in Banja Luka and Sarajevo, and as directed, to organisations affiliated with (such as IJC) or outside of OHR; and
- Perform other duties as assigned.
- The incumbent will replace the Head of OHR BL Legal office during the period of his/her absence.

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

- Graduate lawyer of a recognized law faculty within BiH or the Former Federal Republic of Yugoslavia with at least two years work experience;
- Excellent English language communication skills – both speaking and writing;
- Understand and use computers and common applications (e.g., Microsoft Windows, Word, Excel, E-mail, etc.), and
- Ability to perform legal research using bound BiH and international laws and statutes, digital media, such as CD

ROM and the Internet.

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: 2004/192 must be quoted**  
**Closing date for applications: 21 April 2004**

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