

CASE ASSISTANT

DUTY STATION: Mostar

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

He/She will provide linguistic and administrative support to the Anti-Crime and Corruption Unit and its staff, and also serve as the office liaison. The incumbent will work under the general supervision of the Head of Anti-Crime and Corruption Unit and under the direct supervision of the Head of Section of the Anti-Crime and Corruption Unit in Mostar.

DUTIES AND RESPONSIBILITIES:

Interpreting/Translating

- Working with and interpreting for the ACCU Officers in meetings with local authorities and contacts;
- Working with the ACCU on analyzing and translating investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases;
- Translating and reviewing charges against suspects with evidence presented in various police reports and other evidentiary documents;
- Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime and embezzlement;
- Interpreting at meetings and follow up of cases.

Liaison

- Liaison with various authorities (judicial and law enforcement agencies) on corruption cases primarily in the Federation.

Administrative

- Covering the administration of the department in Mostar (filing system, dispatching the inter-office liaison, assisting the ACCU Officer with his administrative obligations);

- Receiving and co-coordinating correspondence with Department;

- Providing administrative support, monitoring and co-coordinating meetings and schedules with department staff;

- Arrange appointments, organize and schedule meetings, transport and accommodation for the ACCU personnel in the Mostar region;

- Performing other duties as required by the ACCU Officers in Mostar or the Head and/or Deputy Head of the ACCU Department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

§ Completion of secondary school (preferably university) and a minimum two years work experience with international organizations;

- Excellent written and spoken English essential;

- Computer literacy essential;

§ Good analytical skills/experience are desired;

- Awareness and knowledge of BiH political situation and environment is highly recommended;

- Very good interpersonal skills to interact with both international and local experts;
- Willingness to work long hours and in a team.

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: 2003/533 must be quoted

Closing date for applications: 29th February 2004

Only short-listed candidates will be contacted

No telephone inquiries please