

LEGAL /ADMINISTRATIVE ASSISTANT FOR THE INTERNATIONAL PROSECUTORS

Department / Section: Special
Department of the Prosecutor's Office BiH

Duty Station:
Sarajevo

Reporting/Supervisory Line: Chief of the Special
Department of the PO BiH

Contract Type: National
Contract

Grade: 6

The Legal/Administrative Assistant will be under the general supervision of the International Prosecutors and under the direct supervision of the Chief of the Special Department of the Prosecutor's Office of BiH. The incumbent will work as part of a project team to assist the work of the International Prosecutors of the Special Department for Organized Crime, Economic Crime and Corruption of the Prosecutor's Office of BiH with administrative duties.

DUTIES AND RESPONSIBILITIES:

- Typing orders for investigation, motions and indictments
- Process, follow up and filing documents in Registry of the Court;

- Maintaining Prosecutor's cases files;
- Liaison with court administration and Prosecutor's Office;
- Processing and recording office expenditures and recovering expenses;
- Assistance with preparation of the budget of the Special Department;
- Perform any other related duty as may be assigned to the incumbent of the position.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- High school or equivalent diploma;
- 4 years of progressively responsible experience at the national/international level, particularly in the field of administration, human resources management, or other related fields essential;
- Experience in legal environment is a distinct advantage;
- Excellent skills in Microsoft standard applications.
- Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner;
- Excellent oral and written Bosnian and English;
- Ability to work as part of a team.

Personnel Department

Office of the High Representative

*Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina*

Fax: +387 (0) 33 283 771E-mail: application@ohr.int

Reference numbers: 2004/042,043 must be quoted

Closing date for applications: 23rd February 2004

Only short-listed candidates will be contacted

No telephone inquiries please