

CASE ASSISTANT

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The purpose of the position is to ensure that ACCU Officers have at all times a dedicated assistant for interpreting, translating and other case-related duties. The job is intended to enable the ACCU Officers to communicate and interact with the BiH environment in pursuit of their duties.

The position is primarily focused on interpreting, translating, information management and case work skills. The assistant should have some office management abilities in order to allow the ACCU Officer to focus on substantive matters. Good analytical skills would be used in the case work as required.

DUTIES AND RESPONSIBILITIES:

§ Working with and interpreting for the assigned 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;

§ Helping liaison with various authorities (primarily judicial and law enforcement agencies) on the corruption cases;

§ Interpreting at meetings and follow up of cases;

§ Covering various administrative requirements (filing system, dispatching the inter-office liaisons, assisting the ACCU Officer with his administrative obligations);

§ Receiving and co-coordinating correspondence;

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

§ Performing other duties as required by the assigned ACCU Officers 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 of work experience with international organizations;

§ Strong management and organizational skills;

§ Very good interpersonal skills to interact with both international and local experts;

§ Good analytical skills/experience are desired;

§ Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended;

§ Willingness to work long hours and in a team;

§ Good English and Bosnian/Croatian/Serbian speaking and writing skills required.

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: 2003/515 must be quoted

Closing date for applications: 23rd March 2004

Only short-listed candidates will be contacted

No telephone inquiries please