

# **JUDICIAL REFORM OFFICER**

**DUTY STATION:** Sarajevo

**GRADE:** 7

**CONTRACT TYPE:** National

## **THE INDEPENDENT JUDICIAL COMMISSION (IJC)**

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPC.

## **PURPOSE AND SCOPE OF POSITION**

The IJC is responsible for assisting and serving the High Judicial Council, which is responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. The IJC/IVD will receive, review, and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The objective of the IJC is to establish a selection process that is fair, transparent, and in conformity with Council of Europe standards.

The primary task of the incumbent is to carry out background and reference checks on applicants for judicial and prosecutorial office. This will include, but not be limited to, contacting referees and professional contacts nominated by applicants, and obtaining information from them about the applicant. The incumbent will be responsible for recording this information in written form, and for preparing and maintaining records of all such references and professional contacts. The incumbent will liaise with and work closely with the staff of other international community agencies participating in verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

The Judicial Reform Officer will also be responsible for other tasks, as allocated by senior staff within the Department.

## **DUTIES AND RESPONSIBILITIES**

- To carry out reference and professional background checks on applicants for judicial and prosecutorial office;
- To record in written form all information received from referees and professional contacts;
- To maintain easily-accessible records of all information provided by referees and professional contacts;
- To be the contact person for all questions relating to background checks on applicants for judicial and prosecutorial office;
- To maintain close observation of the BiH judicial and legal systems, including new developments;

- To liaise with other international organizations; and
- To undertake other duties as required.

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

- Degree, preferably in Law;
- At least 1, and preferably 3, years of work experience in a legal setting;
- Good investigative skills;
- Attention to detail;
- Very good interpersonal skills to interact with both international and local experts;
- Good knowledge of English, both written and spoken;
- Ability to work under demanding circumstances, over prolonged period of time;
- Mature judgment and flexibility;
- Ability to take initiative.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter including references to:

***Personnel Department***

***Office of the High Representative***

***Emerika Bluma 1, 71000 Sarajevo***

***Fax: +387 (0) 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Please quote Reference number: 2003/291***

***Closing date for applications: 3 September 2003***

***Only short listed candidates will be contacted***

***No telephone inquiries please***