CASE ASSISTANTS

DUTY STATION: Sarajevo

GRADE: 6

CONTRACT TYPE: National (two positions)

PURPOSE AND SCOPE OF POSITION:

The incumbents will 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 SCU Officer with his administrative obligations);

§ Receiving and coordinating correspondence;

§ Providing administrative support, monitoring and 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 year work experience with international organizations;

§ Basic knowledge of banking sector;

§ Strong management and organizational skills;

§ Basic knowledge of the Data search programs (Super Text, Super Gravity, i2) is a benefit for applicant;

§ 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 E-mail: application@ohr.int

Reference numbers: 2003/274, 275 must be quoted
Closing date for applications: 5 September 2003

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