INVESTIGATOR

Duty Station: Sarajevo

Contract type: National

Grade: 8

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 HJPCs.

PURPOSE AND SCOPE OF POSITION

The IVD will receive, review, and verify all application

information, prepare an assessment of the qualifications of each applicant for judicial and prosecutorial office, and then recommend applicants for further evaluation by the HJC.

The IVD and the IJC Field Offices will consist of international and national legal officers/investigators who will gather information about applicants. They will also be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. They will also assist in planning the development of the HJC and the logistics of the appointment process for all courts and prosecutor's offices, requiring co-ordination with other IJC departments responsible for overseeing the restructuring of the courts and prosecutor's offices.

An extremely important part of the work of the IVD will be the investigation of judges and prosecutors. This major task will be carried out by the Investigation Section of the IVD, which will consist of a team of investigators, led by the Deputy Head of IVD.

DUTIES AND RESPONSIBILITIES

· Conducting of background checks/investigations of applicants as necessary;

· Review and assess complaints and determine basis for further investigation;

· Conducting investigation for allegations of misconduct of judges/prosecutors by reviewing court/prosecution files and submitting investigation reports;

· Drafting correspondence about grounded/undergrounded complaints, preparing investigations/conclusions and drafting letters/correspondence regarding complaints about proven/unproven misconduct of judges/prosecutors;

· Carrying out other tasks related to the investigation of judges and prosecutors as required;

· Performing related tasks as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Law Degree or other university degree preferable;

· Relevant professional experience required;

· Drafting ability, particularly relating to reports;

· Written and spoken English, including knowledge of legal terminology;

· Mature judgment;

· Ability to operate independently.

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

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 number: 2003/219 must be quoted
Closing date for applications: 7 July 2003

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