LEGAL ASSISTANT

Duty station: **Tuzla**

Contract type: **National**

Grade: **7**

PURPOSE AND SCOPE OF THE POSITION

Legal Assistant will work under supervision of Head of Regional Office Tuzla. He/She will be responsible for, but not necessarily limited to duties and responsibilities outlined bellow:

DUTIES AND RESPONSIBILITIES

Land allocation issue:

· Reviewing of all incoming waiver applications for Tuzla Canton and part of RS to ensure completeness of the application and sending of these applications to OHR Sarajevo for further processing;

· Corresponding with applying municipalities regarding any unmet conditions/ information required for substantive review of applications;

· Maintaining record of all information related to waiver applications;

· Instructing of municipal authorities in preparation of waiver application in reference with HR Decision on Disposing of state owned property.

Ombudsman's Office Coordination:

· Being point of contact of OHR Tuzla for Ombudsman's Office in reference with bringing unique decisions between OHR and Ombudsman's Office in return process;

· Supporting AFU when necessary (Arranging meetings, collecting material for case building, translating);

· Translations for Head of the Office.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Law degree;
- Excellent English;
- Good computer skills;
- Ability to complete well- defined tasks independently;
- Good communication and organizational skills.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771; E-mail: application@ohr.int

Reference No. 2003/161 must be quoted
Closing date for applications: 15 May 2003

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