

# NATIONAL LAWYER, COURT ADMINISTRATION PROJECT

**Duty station:** Sarajevo

**Contract type:** Consultancy (5 months)

## 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 the 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

This project is the second phase of a three-phase project aimed at improving the administration and management of the BiH courts in order to increase their efficiency and effectiveness. The second phase of this project will begin in April 2003 and continue for five months. Under the supervision of the International Project Leader, the National Lawyer works to implement plans for improving the efficiency of the BiH court system that were developed during Phase I of this

project. This phase of the project will focus on three pilot courts, including both first and second instance courts. The project ultimately targets all first and second instance courts in BiH, except the District of Brcko, as the reforms tested in the pilot courts are intended for nation wide implementation.

## **DUTIES AND RESPONSIBILITIES**

- To provide general advice and assistance in the implementation of the reforms for the three pilot courts;
- To take responsibility for particular aspects of that work, as directed by the International Project Leader;
- To work with local authorities, especially the courts and the Ministries of Justice on all matters related to these reforms;
- To assist the International Project leader in facilitating meetings with court officials;
- To assist in the development of methodology for implementing the pilot project;
- To co-ordinate with IJC and the pilot courts in developing new internal procedures for use in pilot courts;
- To assist in the orientation and training of judges and staff in the reformed administrative practices as well as the use of any equipment;
- To assist in identifying equipment needs of the pilot courts and in the selection and installation of such equipment;
- To assist in the development of a model, based on the pilot projects, which can be submitted to local authorities for implementation throughout BiH;
- To liaise with Judicial Training Centers regarding training of judges on administration reform;
- To liaise with other international organisations also involved in court reform projects;
- To undertake other duties as required.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- Law degree;
- A minimum of two years professional experience required, most of which in a practical legal setting, preferably as a judge, prosecutor, counsel, court administrator or within a Ministry of Justice;
- Experience with, or knowledge of European court systems and norms preferred;
- Ability to operate both within the framework of a team and independently;
- Ability to work and draft legal documents in English;
- Mature judgement and flexibility;
- Computer literacy;
- Ability and willingness to travel within BiH.

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***

***application@ohr.int***

***E-mail:***

***Please quote Reference number: 2003/055***

***Closing date for applications: 26 March 2003***