

# **INVESTIGATOR**

**Duty Station:** Mostar

**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 B&H and the High Judicial and Prosecutorial Council of B&H (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 Department (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 B&H. 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 each applicant's qualifications, 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 Chief of IVD.

The investigator will work under the supervision of the Head of the Field Office. The investigator will, within the AoR, be responsible for the receipt, review, and verification of all application information, investigation cases involving allegations of misconduct by judges and prosecutors, verification of information provided by applicants for judicial and prosecutorial positions; assistance in relation to all issues arising relating to investigations of judges and prosecutors, including domestic legal issues and procedures. The investigator will have specific duties and responsibilities as follows:

## **DUTIES AND RESPONSIBILITIES**

- Conduct background checks/investigations of applicants as necessary;
- Review and assess complainants and determine basis for further investigation;
- Conduct investigations for allegations of misconduct of judges/prosecutors by reviewing court/prosecution files and submitting investigation reports;
- Draft correspondence about grounded/ungrounded complaints, prepare investigation findings/conclusions, and draft letters/correspondence regarding complaints about proven/unproven misconduct of judges/prosecutors;

- Carry out other tasks related to the investigation of judges and prosecutors as required;
- Perform related tasks as required.

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

- Law Degree or other university degree preferable;
- Relevant professional experience required;
- Drafting ability, particularly related 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:

#### ***Administration Manager***

*Office of the High Representative*

*Husnije Repca bb, 88 104 Mostar*

*Bosnia and Herzegovina*

**Fax: +387 (0) 33 512 611**

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

*Please quote Reference number: 2003/033*

**Closing date for applications: 24 February 2003**