NATIONAL JUDICIAL REFORM OFFICER, IVD

Duty Station: Sarajevo

Contract type: National

Grade/Step: 8/3

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 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 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 B&H. The Administration and Finance departmentprovides 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.

In the planning phase the IVD will be responsible for drafting legal provisions creating a selection process that is fair, transparent, and in conformity with Council of Europe standards, drafting rules of procedure for the HJC, preparing standard application forms, devising a strategy and timeline to announce vacant posts for courts and prosecutor's offices, and preparing background information on sitting judges and prosecutors in anticipation of appointment process.

DUTIES AND RESPONSIBILITIES

· Advise on all matters relating to the reselection process for judges and prosecutors, including assisting in the preparation of materials for sessions of the High Judicial Council and preparing reports relating to individual judges and prosecutors;

· Assist with issues arising relating to the selection process for judges and prosecutors, including domestic legal issues and procedures;

· Co-ordinate verification of information in application materials provided by applicants for judicial and prosecutorial posts;

· Investigate allegations of misconduct by judges and prosecutors, either alone or working as part of a team;

· Maintaining an effective and updated filing system related to review process; and

· Performing related tasks as required, including occasional translation and interpretation.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Law Degree;

· At least 3 years prior relevant professional experience required, preferably in a practical legal setting;

· Drafting ability;

· Excellent 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
Please quote Reference number: 2002/345

Closing date for applications: 17 January 2003