

# HEAD OF OFFICE; IJC FIELD OFFICE MOSTAR; IJC

**Duty Station:** Mostar

**Contract type:** International

## THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the establishment of the institution of a High Judicial and Prosecutorial Council (HJPC) responsible for the appointment and discipline of judges and prosecutors. One of the key functions of IJC is to provide support to the High Judicial and Prosecutorial Council as well as to the Disciplinary Prosecutor in the execution of their competences under the law in compliance with the highest international standards.

The IJC will assist the HJPC in verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

On behalf of the HJPC, the IJC/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 HJPC. The objective of the IJC is to establish a selection process that is fair, transparent, and in conformity with international standards. The IJC/IVD will also provide investigation support to the HJPC in matters related to disciplining of judges and prosecutors.

## **PURPOSE AND SCOPE OF POSITION**

The Head of Office co-ordinates, within the geographical area of responsibility of the region, the receipt, review, and verification of all application information, prepares an assessment of each applicant's qualifications, and then recommends applicants for further evaluation by the HJPC. Additionally, the Head of Office responsibilities include the oversight of investigations of alleged misconduct of judges and prosecutors in co-ordination with IJC/IVD Sarajevo.

The Head of Office is responsible for organising and managing the work of the Regional Office. The Head of Office assures the proper preparation of background information on incumbent judges and prosecutors in anticipation of the re-appointment process, co-ordinates with the IJC HQ on matters related to the review, nomination and appointment, and guides the IJC investigators and Field Office personnel gathering and verifying of information about applicants or concerning the appointment process and potential misconduct matters.

The Head of Office liaises with and works closely with the staff of other IJC offices and with the staff of other international agencies participating in verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

The Head of Office assists in the planning for the appointment

process including co-ordination with other IJC/OHR departments responsible for overseeing the restructuring of the courts and prosecutor's offices. The incumbent will assist IJC HQ in assuring that the selection process is fair, transparent, and in conformity with Council of Europe standards.

## **DUTIES AND RESPONSIBILITIES**

- Assist the Deputy Chief and Chief of the Departments in formulating advisory opinions to domestic bodies and advice to the High Representative on matters related to the restructuring of the court system, vetting, selection and discipline of judges and prosecutors as well as to recommendations related to the use of powers to impose legislation or to suspend officials;
- Report to the Deputy Chief of the Investigation and Verification Department on the status of the operations of the domestic authorities for vetting, selection and discipline of judges and prosecutors;
- Provide recommendations to the Deputy Director and the Chief of Department concerning the discipline of judges and prosecutors who are guilty of gross misconduct;
- Be responsible for co-ordination and implementation of programs and initiatives of the IJC within the geographical area of responsibility of the region and preparation of regular and timely reports concerning the work of the regional office, including maintaining the contacts with the relevant domestic authorities and international organisations active in the field;
- Assess the need for legislation related to the functions of the judiciary and assist in drafting that legislation when necessary; and
- Supervise and assess the work of the personnel assigned to the Field Office.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- Law degree;
- Minimum 5 years prior professional experience required, preferably in practical legal setting;
- Experience with European systems and norms preferred;
- Academic or policy experience desirable, particularly with European and International systems;
- Drafting ability;
- Mature judgment;
- Ability to operate independently and with tight timelines;
- Ability to work in an English language environment.

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](mailto:application@ohr.int)**

**E-mail:**

**Please quote Reference number: 2002/231**

**Closing date for applications: 13 August 2002**

Only short listed candidates will be contacted and advised of exact dates of duration of contracts.