

SENIOR ADMINISTRATIVE ASSISTANT; HIGH JUDICIAL COUNCIL; INDEPENDENT JUDICIAL COMMISSION

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 program to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of a High Judicial Council (HJC) responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Senior Administrative Assistant will provide technical assistance to the High Judicial Council (HJC). He/She will be responsible for the overall organisation of technical support services within HJC. The selected candidate will work under the general and direct supervision of the Chair of High Judicial Council.

DUTIES AND RESPONSIBILITIES

- Responsible for organizing the technical support services for HJC and managing distribution of tasks among other technical staff;
- General office administrative tasks including organizing meetings, filing, copying, handling mail and faxes, answering phones and handling incoming inquiries (both verbal and written);
- Creating and maintaining profile files of judges and prosecutors;
- Creating and maintaining administrative files and files for all incoming and outgoing correspondence;
- Searching office files and records for information and references and selecting information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence or general reference documents;
- Participating in the organization and preparation of the sessions of HJC;
- Taking minutes and/or notes at meetings;
- Making arrangements for shipment and receipt of office supplies and equipment;
- Making transportation arrangements for meetings, workshops and conferences, preparing travel authorization forms and assembling information relevant to purpose of travel;
- Liaison with the IJC Translators' Pool, processing all HJC's translation requests and keeping record of them;
- Translating documents and interpreting from time to time as required; and

- Carrying out other administrative and clerical tasks as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Completed secondary education;
- Professional experience of at least five years in a similar role in an international organization;
- Fluent written and oral English;
- Excellent computer skills essential;
- Strong organizational and communication skills;
- Flexibility and ability to work under stress and to work long hours;
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter including references to:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Please quote Reference number: 2002/202

Closing date for applications: 6 August 2002

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