NATIONAL JUDICIAL REFORM OFFICER; HIGH JUDICIAL AND PROSECUTORIAL COUNCIL ; INDEPENDENT JUDICIAL COMMISSION

DUTY STATION: Sarajevo

CONTRACT TYPE: National (two positions)

THE HIGH JUDICIAL AND PROSECUTORIAL COUNCIL (HJPC)

The High Judicial and Prosecutorial Council (HJPC) is an institution established in law in order to enhance the independence and the professionalism of the judiciary, *inter alia* through the operation of structures and procedures of appointment and disciplining of the judges and prosecutors in compliance with the highest European and international standards. During a transitional period the HJPC will conduct a selection and appointment process for all judicial and prosecutorial positions throughout Bosnia and Herzegovina in co-ordination with the restructuring of all courts and prosecutors offices. In addition to the appointment and disciplinary proceedings, the HJPC shall conduct other functions and competences as provided for by law.

PURPOSE AND SCOPE OF POSITION

Under the supervision of the President of the HJPC and the Advisor-Co-ordinator of the Council, the National Judicial Reform Officers will work to support the activities of the HJPC. The National Judicial Reform Officers, together with the other staff in the Secretariat of the HJPC, will review incoming materials related to the appointment and discipline

of judges and prosecutors as well as to other competences of the HJPC, will analyse legal issues and will prepare documents on behalf of the members of the HJPC. The National Judicial Reform Officers will assist the Advisor Co-ordinator in co-ordinating activities of HJPC with the IJC and the Office of the Disciplinary Prosecutor in matters related to appointment and discipline of judges and prosecutors, as well as to other matters falling within the scope of competence of the HJPC. The National Judicial Reform Officers will report to the Advisor-Coordinator and to the President on matters related to the status of the operations of the Council.

DUTIES AND RESPONSIBILITIES

· Maintaining up to date information on the overall activities of the HJPC and its schedule

· Providing legal advise and analysis of matters relating to the selection and disciplining of judges and prosecutors, including assisting in the preparation of materials for sessions of the HJPC

· Assisting with issues arising in relation to the selection and disciplining of judges and prosecutors, including domestic legal issues and procedures

· Preparing legal documents on behalf of the HJPC

· Maintaining close observation of the BiH judicial and legal systems including new developments

· Assisting the Advisor Coordinator and the President of the HJPC in reporting and planning of matters related to the operation of the HJPC and taking responsibility for particular aspects of that work as directed by the Advisor-Coordinator

· To work with local authorities as necessary

· Coordinating verification of information provided by

applicants for judicial and prosecutorial posts

· 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 and drafting legal documents

· Mature judgment

· Computer literacy

· Ability to operate both in a team and independently

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: 2002/205 and 207

Closing date for applications: 6 August 2002