

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

## 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 Senior National Judicial Reform Officer will work to support the activities of the HJPC. The Senior National Judicial Reform Officer, 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

Senior National Judicial Reform Officer 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 Senior National Judicial Reform Officer 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 of 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
- Assist with issues arising in relation to the selection and disciplining of judges and prosecutors, including domestic legal issues and procedures
- In consultation with the Advisor-Coordinator and the President of the HJPC, the Senior National Judicial Reform Officer will assist the overall operations of the HJPC, including assessing priorities, developing strategies and formulating requirements for its operations
- Assisting the Advisor Coordinator and the President of the HJPC on matters concerning the statutory and internal procedures regulating the appointment and discipline of judges and prosecutors, as well as to other functions performed by the HJPC
- Preparing legal documents on behalf of the HJPC
- Maintaining close observation of the BiH judicial

and legal systems including new developments

- Assisting the Adviser Coordinator and the President of the HJPC in reporting and planning on matters related to the operation of the HJPC and taking responsibility for particular aspects of that work as directed by the Adviser Coordinator
- To work with local authorities as necessary
- To liaise with different interlocutors of the HJPC, especially with the IJC, when tasked.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Law degree
- Minimum 5 years prior legal experience required, preferably in practical legal setting
- Previous experience in development work in countries in transition desirable, especially in Bosnia and Herzegovina or other countries of the former SFRY
- Academic or policy experience desirable, particularly with European and International systems
- Ability to work and draft legal documents in English
- Mature judgment and flexibility
- Ability to operate both within the framework of a team and independently
- Computer literacy
- Must be able and willing to travel within BiH

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

**Please quote Reference number: 2002/206**

**Closing date for applications: 6 August 2002**