

# **Senior Receptionist – Administration and Finance Department; Independent Judicial Commission**

## **INDEPENDENT JUDICIAL COMMISSION**

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 institution of the High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

## **PURPOSE AND SCOPE OF POSITION**

The IJC in Sarajevo is currently seeking a qualified candidate for the position of Senior Receptionist. Senior receptionist will be responsible for receiving all guests and visitors to IJC in a polite and helpful manner and in accordance with current procedures and facilitate incoming and outgoing phone calls whilst performing duties on the main switchboard. Also, the senior receptionist will provide help when needed in copying, faxing, receiving and sending of outgoing and

incoming mail. The selected candidate will work under the general supervision of the IJC Head/Deputy Head of Administration and Finance, and the direct supervision of the Admin and Finance Officer.

## **DUTIES AND RESPONSIBILITIES**

- Verify visitor identity and, where necessary, issue appropriate passes after security clearance
- Confirm visitor appointment with the relevant department
- Make written record of visitor in visitor register
- Escorting of visitors to offices
- Assist and co-operate with security personnel in cases of emergency
- Answer calls in a polite helpful manner and transfer calls to the correct departments
- Make regular checks on the phone system and report any faults immediately
- Take messages on behalf of OHR employees who are not available at the time
- Receive all incoming mail / faxes, send outgoing mail / faxes, assign reference numbers to incoming / outgoing mail and log it into mail log book as well as distribute it to the correct department
- When needed provides help in other administrative task such as copying documents, preparing documents for further distribution and other tasks as required.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- Completed Secondary Education

- Previous experience of a professional receptionist work with the International Community is an advantage
- Good level of written and spoken English is essential
- Confidentiality and flexibility
- Ability to work in a team as well as unsupervised
- Ability to work in shifts
- Ability to work with people from various 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](mailto:application@ohr.int)**

**Please quote Reference number: 2002/215**

**Closing date for applications: 22 July 2002**