Deputy Head, Investigation – Investigation and Verification Department, 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 programme to strengthen the independence and professionalism of the judiciary. Reform measures include the restructuring of the court system, the selection of judges and prosecutors, and the establishment of High Judicial and Prosecutorial Councils (HJPCs), which will be responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Investigation and Verification Department (IVD) will consist of international and national legal officers/investigators who will be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. The Deputy Head,

Investigation will oversee a team of investigators in the performance of background checks/investigations. In particular, investigators will conduct background checks concerning application information and they will also investigate complaints against judges and prosecutors alleged to have committed misconduct. The Deputy Head will develop a system of coordination with investigators located at IVD Sarajevo and at Field Offices, to ensure timely investigations of alleged misconduct. The Deputy Head will coordinate with IJC Heads of Field Offices with regard to field investigations. In addition, the Deputy Head, Investigation will coordinate with the Deputy Head, Verification, as necessary, to conduct background checks of applications. Moreover, the Deputy Head, Investigation will work with the Disciplinary Prosecutor in developing cases for eventual disciplinary action before the HJPCs.

DUTIES AND RESPONSIBILITIES

· Provide advice to the Department Head and Deputy Director of the IJC on strategies related to the planning and execution of investigations;

· Review and evaluate incoming complaints and determine necessary course of investigative action, track the development of investigations, and review investigation reports filed for accuracy and substance prior to making recommendation for further disciplinary action;

· Work closely with the Deputy Head, Verification in dedicating investigators to conduct background checks of application information, as necessary;

· Assist the Department Head in structuring the overall work of the IVD, co-ordinating work of international and national staff, and maintaining liaison with other international organisations relevant to investigations; and

Together with the Deputy Head, Verification, assist the Chief in supervising the day-to-day activities of IVD, assume oversight responsibilities in the IVD Head's absence, and maintain contact with the IJC Field Offices to ensure co-ordination of work.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Proven leadership and management skills, ability to assist with oversight of international and national staff and to provide input in methodical organization of Department work;

· Minimum 7 years post-degree professional experience required, with strong emphasis on the investigation of cases/matters;

· Ability to analyze systematically and plan projects within set timeframe;

· Knowledge and experience in the judicial/prosecutorial affairs is desirable, preferably in countries in transition;

· Experience with European systems and norms preferred;

· Proven drafting ability, in English;

· Ability to work under demanding circumstances, over a prolonged period of time;

· Mature judgment;

· Ability to take initiative and co-ordinate with others.

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 E-mail: application@ohr.int

Please quote Reference number: 2002/209

Closing date for applications: 5 July 2002

The Independent Judicial Commission foresees in the up and coming months (June through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.