

# **Administrative Assistant - Investigation and Verification Department ; Independent Judicial Commission**

**DUTY STATION:** Sarajevo

**CONTRACT:** National (3 posts)

## **THE INDEPENDENT JUDICIAL COMMISSION**

The Independent Judicial Commission (IJC) is the leading 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 IVD will receive, review, and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The IVD and the IJC Field Offices 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 Administrative Assistant will be responsible for ensuring the smooth operation of the IJC with respect to administrative matters. The Incumbent will work under general supervision of the Deputy Director IJC, and direct supervision of the Chief of Investigation and Verification Department. Admin Assistant is responsible for the following assigned duties:

## **DUTIES AND RESPONSIBILITIES**

- General office administrative tasks including 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 staff meetings and special meetings;
- 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 Department's translation requests and keeping record of them;
- Translating documents and interpreting from time to time as required;

- Carrying out other administrative and clerical tasks as required.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed Secondary education;
- Professional experience of at least three years in a similar role in an international organization;
- Good knowledge in all aspects of administration;
- Good command of oral and written English;
- Excellent computer skills essential;
- Strong organizational/communication skills;
- Flexibility and ability to work with stress and long working hours;
- Confidentiality and flexibility;
- Proactive, flexible and highly motivated;
- All other related duties as assigned by their supervisors.

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

**Personnel Department**

**OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax: +387 (0) 33 283 771**

**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference number: 2002/145, 146 and 147**

**Closing date for applications: 10 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.