

# **Information Technology Officer – Independent Judicial Commission**

## **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 IT Officer is responsible to provide general assistance to IJC staff in their computer-related tasks. He/she will also configure workstations for IJC IT environment, including laptops used for remote connection. Support includes standard software applications: MS-Office, Exchange clients, and general utilities (Winzip, Acrobat reader, etc...). Other general IT support tasks may be required, including support given to IJC offices outside Sarajevo. The Incumbent will work under Senior IT Officer supervision.

## **DUTIES AND RESPONSIBILITIES**

- Provide users with general IT support;
- Configure and install workstation for IJC environment;
- Basic hardware maintenance;
- Software support for standard applications;
- Basic troubleshooting of workstations connection to the LAN;
- Configure laptops for remote access;
- IT support to IJC regional offices.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- The main requirement is several years of hands-on experience in a similar position;
- University Degree in Computer Sciences preferred but should not replace experience;
- Microsoft certification is also a plus but practical knowledge is more important;
- Excellent command of oral and written English essential;
- Ability to travel through BiH.

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: 2002/142**

**Closing date for applications: 20 June 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.