

Cleaner - Independent Judicial Commission

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

PURPOSE AND SCOPE OF POSITION

The selected candidate will support the work of the IJC Office by providing cleaning services. He/she will work under the general supervision of the IJC Head of Administration and Finance Department and the direct supervision of the Deputy Head of Admin and Finance Department.

DUTIES AND RESPONSIBILITIES

- Provide thorough general cleaning to assigned areas (Offices and Common Areas) once per day;
- Maintain Standard condition of cleanliness in assigned areas throughout the day;
- Carry out duties in a manner that will pose the least amount of disruption to IJC staff during the working day (08 hrs-18hrs);
- Keep the access/exit areas in proper conditions.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Secondary School requested;
- Basic knowledge of spoken English;
- Previous experience with an international organization preferred;
- Previous experience of cleaning work preferred;
- Good health condition.

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

Please quote Reference number: 2002/140

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.