

Administrative Assistant - 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 Administrative Assistant will be responsible for ensuring the smooth operation of the IJC with respect to administrative matters. He/she 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

- Compile and record employment contracts;
- Maintain the files of staffs ToRs, ensuring that ToRs are up-to-date;
- Record all national leave, overtime and other relevant matters;
- Record all changes to national staff salaries;
- Produce personnel reports when required;
- Liaison with other Departments and Regional Offices on personnel matters;
- Office administrative tasks including: filing, copying, handling mail and faxes, answering phones and handling incoming inquiries (both verbal and written), dealing with and ordering office supplies and equipment;
- Translate short documents and interpret if required;
- Substitute for other Assistants when appropriate;
- Draft correspondence 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

Please quote Reference number: 2002/149

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.