Head of 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 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 and Prosecutorial Council (HJPC) responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Head of the Investigation and Verification Department (IVD) will be responsible for managing international and national legal officers/investigators who will verify, review, and assess the qualifications of applicants for judicial and prosecutorial posts. The Head will be responsible for co-ordinating with the Advisor-Coordinator for the HJPC on appointment matters and for referring misconduct cases to the Disciplinary Prosecutor for further action, including co-ordination on any follow-up investigations. The Head will assist in planning the development of the IVD and the HJPC and the logistics of the appointment process for all courts and prosecutor's offices, requiring co-ordination with other IJC/OHR departments responsible for overseeing the restructuring of the courts and prosecutor's offices. The planning phase will include drafting legal provisions creating a selection process that is fair, transparent, and in conformity with Council of Europe standards, drafting rules of procedure for the HJC, preparing standard application forms, devising a strategy and timeline to announce vacant posts for courts and prosecutors' offices, and preparing background information on sitting judges and prosecutors in anticipation of appointment process.

DUTIES AND RESPONSIBILITIES

· Provide advice to the Director and Deputy Director of the IJC on strategies related to the planning, development, establishment, and operation of the HJPC or related policy matters;

· Co-ordinate the initial setting-up of the HJPC;

· Guide the overall work and direction of the IVD and co-ordinate with the HJPC on appointment matters and the Disciplinary Prosecutor on misconduct cases;

· Devise a strategy and timeline to fill posts for courts and prosecutor's offices in co-ordination with an overall plan to restructure the courts and prosecutor's offices;

· Ensure that the IVD provides necessary support to the HJPC during all stages of the review and appointment process, including receiving/screening of public complaints and drafting relevant documents for the HJPC; and

· Oversee the work of Judicial Reform Officers within the departments and at the field offices and develop strategies necessary to assist them in performing their duties competently.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Proven leadership and management skills, ability to oversee international and national staff and organize the work of the IVD in methodical manner;

· Minimum 10 years post-degree professional experience required, preferably in a practical legal setting;

· Ability to analyze systematically;

· Plan and implement projects within set timeframe;

· Knowledge and experience of judicial appointment system 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 CV (in English) with a one-page cover letter and references to:

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Please quote Reference number: 2002/184

Closing date for applications: 18 June 2002