

# **General Duty Driver - 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 General Duty Driver will work under the general supervision of the IJC Head of Administration the direct supervision of the Senior Driver.

## **DUTIES AND RESPONSIBILITIES**

- Performs duties of General Duty Driver under OHR employment conditions
- Thorough knowledge of OHR vehicles and fully comply with OHR Transport Procedures
- Understanding and fully compliance with general rules for drivers
- Undertakes the delivery of mail and material
- Basic control maintenance on vehicles as assigned
- Notes and reports any vehicle damage or malfunction to the Senior Driver

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed secondary education
- Previous experience in a similar role, preferable in an international organization
- Technical knowledge of professional driving and basic knowledge of vehicle mechanics
- Knowledge of vehicle communications equipment
- Good knowledge of routes all over the country
- Valid and clean driving license (min. 3years) essential
- Experience in driving 4×4 vehicles essential
- Basic First Aid knowledge
- Fluency in English
- 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: 2002/110**

**Closing date for applications: 17 May 2002**

The Independent Judicial Commission foresees in the up and coming months (May 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.