

# ADMINISTRATIVE ASSISTANT

**DUTY STATION:** Sarajevo

**CONTRACT:** National

**GRADE:** 4

## THE INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs.

## PURPOSE AND SCOPE OF POSITION

The IVD will receive, review, and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The IVD and the IJC Field Offices will consist of international and national legal officers/investigators who will be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

The Administrative Assistant will be responsible for ensuring the smooth operation of the IJC with respect to administrative matters. The Incumbent will work under general supervision of the Deputy Director IJC, and direct supervision of the Chief of Investigation and Verification Department. Admin Assistant is responsible for the following assigned duties:

## **DUTIES AND RESPONSIBILITIES**

- General office administrative tasks including filing, copying, handling mail and faxes, answering phones and handling incoming inquiries (both verbal and written);
- Creating and maintaining profile files of judges and prosecutors;
- Creating and maintaining administrative files and files for all incoming and outgoing correspondence;
- Searching office files and records for information and references and selecting information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence or general reference documents;
- Participating in the organization and preparation of staff meetings and special meetings;
- Taking minutes and/or notes at meetings;
- Making arrangements for shipment and receipt of office supplies and equipment;
- Making transportation arrangements for meetings, workshops and conferences, preparing travel authorization forms and assembling information relevant to purpose of travel;
- Liaison with the IJC Translators' Pool, processing all Department's translation requests and keeping record of them;
- Translating documents and interpreting from time to time as required;
- Carrying out other administrative and clerical tasks 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](mailto:application@ohr.int)***

***Reference number must be quoted: 2003/130***

***Closing date for applications: 2 May 2003***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***