

# **ADMINISTRATIVE ASSISTANT; INVESTIGATION AND VERIFICATION DEPARTMENT ; INDEPENDENT JUDICIAL COMMISSION (IJC)**

## **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 is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, organizing a system for the selection of judges and prosecutors and setting up High Judicial and Prosecutorial Councils (HJPCs) responsible for the appointment and discipline of judges and prosecutors.

## **PURPOSE AND SCOPE OF POSITION**

The HJPC will handle the adjudication of disciplinary actions presented by a Disciplinary Prosecutor. The Disciplinary Prosecutor will review and investigate complaints of alleged misconduct against judges and prosecutors and present disciplinary cases before the HJPC. The Disciplinary Prosecutor will work in co-ordination with the Investigation and Verification Department (IVD) of the IJC and will have support of international and national lawyers and investigators. The Administrative Assistant will provide office and administrative support to the Disciplinary Prosecutor and prosecutorial staff.

## **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 investigation files of judges and prosecutors and organizing all disciplinary files for proceedings before the HJPC;
- 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;
- Preparing meetings and 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 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;
- Fluent written and oral English;
- Excellent computer skills essential;
- Strong organizational and communication skills;
- Flexibility and ability to work under stress and to work long hours;
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

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 ref. number: 2002/148**

**Closing date for applications: 6 August 2002**