Advisor – Coordinator High Judicial Council

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 Council (HJC) responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Advisor – Coordinator (AC) will provide chief administrative support to the HJC. The AC will assist the Chair of the HJC in the management and organisation of the internal operation of the HJC. The AC will coordinate with the Investigation and Verification Department (IVD), which is charged with verifying information related to the review, discipline and appointment of judges and prosecutors. The AC will be responsible for organising the documents received from the IVD concerning the review, discipline and appointment processes. The AC will coordinate with the IVD to plan the logistics of the appointment process for all courts and prosecutor's offices, in line with the restructuring of the courts and prosecutor's offices. The AC will be responsible for coordinating with IVD the announcement of vacant judicial and prosecutorial posts according to a pre-determined plan.

DUTIES AND RESPONSIBILITIES

· Ensure the efficient administration of the HJC by managing all aspects of appointment matters and disciplinary cases for decision by the HJC;

· Assist the Chairperson of the HJC with the daily operation of the HJC;

· Coordinate with IVD on the processing of candidate's applications (appointment) and discipline, including further inquiries performed by IVD;

· Participate in devising strategy and timeline to fill posts for courts and prosecutor's offices in coordination with an overall plan to restructure the courts and prosecutor's offices;

· Coordinate the announcement of vacant posts at courts and prosecutor's offices in accordance with law;

· Oversees the necessary technical support for the operation of the HJC and

· Provide advice on, and participate in, the drafting of interim provisions governing the administration of the HJC.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Proven management and organizational skills, including ability to work with international and national staff;

· Several years post-degree professional experience required;

· Ability process numerous cases in systematic manner;

· Ability to plan and implement projects within a set timeframe;

· Knowledge and experience of judicial appointment system is desirable;

· Experience with European systems and norms for appointment of judges and prosecutor preferred;

· Ability to work under demanding circumstances, over a prolonged period of

time;

· Mature judgment and flexibility;

· Ability to take initiative and work in a team setting;

· Working knowledge of the local language strongly preferable.

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

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

Please quote Reference No. 2002/108

Closing date for applications: 20 May 2002

No telephone enquiries please.

Only short listed candidates will be contacted.

The Independent Judicial Commission foresees in the up and coming months (May through June) a number of vacant positions for both National and International Contractors. These positions will be filled on a as 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.