BUDGET ANALYST

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National Consultant

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

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 related 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

Budget Analyst will assist the IJC and in particular the

Restructuring Department in dealing with financial and economic matters relating to the judiciary and in particular its restructuring in terms of reduction of the number of courts and of judges and development of judicial budgets. He/she will deal with matters that may be confidential.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the Restructuring Department, the Budget Analyst will be responsible for assisting with analysing and reviewing court budgets and budget systems and other documents of financial nature, including identification of problems and development of solutions. He/she will also help assess the financial consequences of laws and other relevant proposals and especially the restructuring plans to be developed and implemented by the Department. He/she will also participate in the drafting of IJC project and co-ordination plans/proposals, be responsible for the drafting of project budgets and be responsible for providing advice on budget and finance related issues.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Degree in economics (or finance and accounting), preferably at university level;

· Several years experience with project planning and budgeting, preferably both in an international organization and in domestic institutions;

· Good knowledge of all aspects of budgeting and economic assessments especially in the public sector;

· Fluency in English;

· Computer literacy;

· Ability to work long hours and under stress;

· Ability to work unsupervised;

· Confidentiality and flexibility.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter including 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

Reference number: 2003/456 must be quoted
Closing date for applications: 26 October 2003

Only short listed candidates will be contacted
No telephone inquiries please