

CASE ASSISTANT

DUTY STATION: Banja Luka

CONTRACT TYPE: National

GRADE: 6

PURPOSE AND SCOPE OF THE POSITION

He/she will provide linguistic and administrative support to the Anti Crime and Corruption Unit and it's staff, and also serve as the office liaison. The incumbent will work under the general supervision of the Head of Anti-Crime and Corruption Unit and under the direct supervision of the Head of Section of the Anti-Crime and Corruption Unit in Banja Luka.

DUTIES AND RESPONSIBILITIES

Interpreting/Translating

- Working with and interpreting for the ACCU Officers in meetings with local authorities and contacts;
- Working with the ACCU on analyzing and translating investigative reports on economic crime, fraud, corruption and embezzlement in multiple cases;
- Translating and reviewing charges against suspects with evidence presented in various police reports and other evidentiary documents;
- Translating charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime and embezzlement;
- Interpreting at meetings and follow up of cases.

Liaison

- Liaison with various authorities (judicial and law enforcement agencies) in primarily the Republika Srpska on corruption cases.

Administrative

- Covering the administration of the department in Banja Luka (filing system, dispatching the inter-office liaison, assisting the ACCU Officer with his administrative obligations)
- Receiving and co-coordinating correspondence with Department;
- Providing administrative support, monitoring and co-coordinating meetings and schedules with department staff;
- Arrange appointments, organize and schedule meetings, transport and accommodation for the ACCU personnel in the Banja Luka region;
- Performing other duties as required by the ACCU Officers in Banja Luka or the Head and/or Deputy Head of the ACCU Department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Completion of secondary school;
- Minimum of two year experience in work with international organizations;
- Excellent written and spoken English essential;
- Computer literacy essential;
- Awareness and knowledge of BiH political situation and environment is highly recommended;
- Very good interpersonal skills to interact with both international and local experts;

- Willingness to work long hours and in a team.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Office of the High Representative
Njegoseva bb, Banja Luka
Bosnia and Herzegovina***

Fax: ++387 51 330 213 or E-mail: application@ohr.int

Please quote Reference No. 2003/018

Closing date for applications: 22 January 2003