Case Assistant; Serious Crime Unit/Prosecution Unit

CONTRACT TYPE: National (two positions)

PURPOSE AND SCOPE OF THE POSITION

The purpose of the position is to ensure that SCU Officers have at all times a dedicated assistant for interpreting, translating and other case-related duties. The job is intended to enable the SCU Officers to communicate and interact with the BiH environment in pursuit of their duties.

The position is primarily focused on interpreting, translating, information management and case work skills. The assistants should have some office management abilities in order to allow the SCU Officer to focus on substantive matters. Good analytical skills would be used in the case work as required.

DUTIES AND RESPONSIBILITIES

§ Working with and interpreting for the assigned SCU Officers in meetings with local authorities and contacts;

§ Working with the SCU on analysing 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;

§ Helping liaison with various authorities (primarily judicial and law enforcement agencies) on the corruption cases;

§ Interpreting at meetings and follow up of cases;

§ Covering various administrative requirements (filing system, dispatching the inter-office liaisons, assisting the SCU Officer with his administrative obligations);

§ Receiving and co-ordinating correspondence;

§ Providing administrative support, monitoring and co-ordinating meetings and schedules with departmental staff;

§ Performing other duties as required by the assigned SCU Officers or the Head and/or Deputy Head of the SCU Department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

§ Completion of secondary school (preferably university) and a minimum two year work experience with international organisations;

§ Familiarity with financial and/or legal terminology is an advantage

§ Very good interpersonal skills to interact with both international and local experts;

§ Good analytical skills/experience are desired;

§ Strong personal commitment to peace implementation and anti-fraud/corruption acts in BiH. Awareness and knowledge of BiH political situation and environment is highly recommended;

§ Willingness to work long hours and in a team;

§ Good English and Bosnian/Croatian/Serbian speaking

and writing skills required.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: application@ohr.int

Please quote Reference No. 2002/259, 262

Closing date for applications: September 27, 2002

Only short-listed candidates will be contacted

No telephone enquiries please