CASE ASSISTANT – SERIOUS CRIMES UNIT

PURPOSE AND SCOPE OF THE POSITION

The Serious Crimes Unit (SCU), building on the work of the Anti-fraud department, assists the prosecutors, judges and police in Bosnia and Herzegovina (BiH) in dealing effectively and efficiently with serious crimes such as organised crime, high-level fraud and corruption and crimes of trafficking.

The purpose of the position of case assistant is to ensure that SCU officers (prosecutors or investigators) 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 other case-related work. The assistant should have some office management abilities in order to allow the SCU officer to focus on substantive matters.

DUTIES AND RESPONSIBILITIES

§ Working with and interpreting for the assigned SCU officer in meetings with local authorities and contacts.

§ Working with the SCU officer on analysing and translating investigative reports on fraud, corruption, economic crime, and organised crime in different cases.

§ Translating and reviewing charges against suspects with evidence presented in various police reports and other documents.

§ Translating criminal charges and indictments submitted to the courts on individuals charged with fraud, corruption, economic crime, and/or organised crime.

§ Helping liaison with various authorities (primarily judicial and law enforcement agencies) on the 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 officer or the Head and/or Deputy Head of the SCU.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

§ Completion of secondary school and a minimum two-year work experience with international organisations. University degree desired.

§ Strong management and organisational skills.

§ 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- corruption and anti-crime activities 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. 2002/236

Closing date for applications: 19 August, 2002

Only short-listed candidates will be contacted

No telephone enquiries please