# Case Assistant – Serious Crimes Unit

**DUTY STATION:** Banja Luka

**CONTRACT TYPE:** National, one-year contract (until end of August 2003)

**PURPOSE AND SCOPE OF THE POSITION**

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

**DUTIES AND RESPONSIBILITIES**

Interpreting/Translating

· Working with and interpreting for the SCU Officers in meetings with local authorities and contacts

· Working with the SCU 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 SCU 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 SCU personnel in the Banja Luka region

· Performing other duties as required by the SCU Officers in Banja Luka or the Head and/or Deputy Head of the SCU 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 or an OHR application form with a covering letter in confidence to:

**Administration Manager**

**OHR Administrative Officer**

**Njegoseva bb, 78000 Banja Luka**

**Fax: +387 (0) 51 330 213** **E-mail: application@ohr.int**

**Please quote Reference No. 2002/249**

**Closing date for applications: 30 August 2002**

***Only short-listed candidates will be contacted***

***No telephone enquiries please***