

# DATA ENTRY CLERK

**Duty Station:**

Sarajevo

**Contract type:**

(4 positions)

Two-month Consultancy Contract

**Grade:**

3

## 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 B&H and the High Judicial and Prosecutorial Council of B&H (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 relating 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 B&H. 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

The incumbent will provide support to the Verification Section of the Investigation and Verification Department (IVD) in the execution of its duties related to the receipt, registration and verification of applications for judicial and prosecutorial office. The incumbent will assist in the entry of applications into a database designed specifically for this purpose. In addition, the incumbent will highlight mistakes or omissions in applications for follow up by the Verification Section. The post requires excellent concentration and attention to detail.

#### DUTIES AND RESPONSIBILITIES

- Enter details of applications for judicial and prosecutorial office into a database;
- Highlight mistakes or omissions in applications for follow up by the Verification Section;
- Assist, as necessary, in the maintenance of systems to ensure the efficient receipt, registration, collation and tracking of applications and application-related correspondence;
- Carrying out other tasks as required.

#### PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Completed secondary education;
- At least one year experience of data entry;
- Written and oral English language skills desirable;
- Excellent computer skills essential;
- Strong organizational and communication skills;
- Excellent concentration and attention to detail;
- Flexibility and ability to work under stress and to

work long hours regularly, including weekends;

- Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

Any personnel with the above qualifications should provide a detailed CV/Resume (in English) with a one-page cover letter and references to:

***Personnel***

***Department***

*Office of the High Representative*

*Emerika Bluma 1, 71000*

*Sarajevo*

*Bosnia and*

*Herzegovina*

***Fax: +387 (0) 33 283 771***

***E-mail:***

***application@ohr.int***

*Please quote Reference number:*

*2002/359, 360, 361, 362*

***Closing date for applications: 17 December 2002***