

# **Database Administrator / IT Specialist – Independent Judicial Commission**

## **THE INDEPENDENT JUDICIAL COMMISSION**

The Independent Judicial Commission (IJC) is the leading agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of the High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

## **PURPOSE AND SCOPE OF POSITION**

The database administrator/IT Specialist will be responsible for developing applications for the IJC but may be required to do so for other departments as well. He/she will work under the direct supervision of the Senior IT Officer.

The scope of work for the position includes the following:

- a.) Development of logical and physical databases, review of database design, monitoring of database performance, and administration of database security;

- b.) Installation, configuration, and administration of database applications;
- c.) Providing user support in the field of database applications.

## **DUTIES AND RESPONSIBILITIES**

- Information System Development for small and medium applications (knowledge of ASP on the first place, Visual Basic, SQL, MS Access or similar applications is required);
- Participation in user requirements analysis;
- Management and support with regards to MS Access databases used in the Department of Administration and Finance;
- All other related duties as assigned by their supervisors.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University Degree in Computer Sciences preferred;
- Several years of industry experience in Information Systems development using ASP, SQL and Visual Basic;
- Knowledge of Windows NT client/server software, especially MS Access, SQL Server, ODBC and Microsoft Back Office products;
- Experience as a database administrator of relational databases and web developing (experience with SQL Server and/or Progress is an advantage, but a general knowledge of relational databases is adequate);
- Sound basic knowledge of LAN/WAN concepts and of TCP/IP;
- Excellent command of oral and written English

essential.

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

**Personnel Department;OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

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

**E-mail:**

**[application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference number: 2002/143**

**Closing date for applications: 20 June 2002**

The Independent Judicial Commission foresees in the up and coming months (June through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.