Deputy Head Investigation and Verification Department – Independent Judicial Commission

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC) is the lead 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 a High Judicial Council (HJC) responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Investigation and Verification Department (IVD) will consist of international and national legal officers/investigators who will be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. On behalf of the HJC, the IVD will review and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The Head and Deputy Head of the IVD will be responsible for coordinating with the Chairperson and members of the HJC on matters related to review, nomination and appointment of judges and prosecutors. They will also co-ordinate with investigators within

the department and IJC Field Office personnel to gather information about applicants. They will assist in planning the development of the HJC and the logistics of the appointment process for all courts and prosecutor's offices, requiring co-ordination with other IJC departments responsible for overseeing the restructuring of the courts and prosecutor's offices. The planning phase will include drafting legal provisions creating a selection process that is fair, transparent, and in conformity with Council of Europe standards, drafting rules of procedure for the HJC, preparing standard application forms, devising a strategy and timeline to announce vacant posts for courts and prosecutor's offices, and preparing background

information on sitting judges and prosecutors in anticipation of appointment process.

DUTIES AND RESPONSIBILITIES

· Provide advice to the Department Head and Deputy Director of the IJC on strategies related to the planning, development, establishment, and operation of the HJC or related policy matters;

· Assist the Department Head in the planning of the establishment of the HJC, the drafting of interim provisions governing the HJC and the selection procedure for judges/prosecutors;

· Assist the Department Head in guiding the overall work of the IVD, co-ordinating work of international and national staff, and maintaining liaison with other international organisations; and

· Assist the Head in supervising the day-to-day activities of the Department, assume the Head's responsibilities in his/her absence, and maintain contact with the IJC Field Offices to ensure co-ordination of work.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

· Proven leadership and management skills, ability to assist with oversight of international and national staff and to provide input in methodical organization of Department work;

· Minimum 7 years post-degree professional experience required, preferably in a practical legal setting;

· Ability to analyze systematically and plan projects within set timeframe;

· Knowledge and experience of judicial appointment system is desirable, preferably in countries in transition;

· Experience with European systems and norms preferred;

· Proven drafting ability, in English;

· Ability to work under demanding circumstances, over a prolonged period of time;

· Mature judgment;

· Ability to take initiative and co-ordinate with others.

Any personnel with the above qualifications should provide a CV (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 No. 2002/101

Closing date for applications: 17 May, 2002

The Independent Judicial Commission foresees in the up and coming months (May through June) a number of vacant positions for both National and International Contractors. These positions will be filled on a as 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 ofduration of contracts.