Handyman – Independent Judicial Commission

THE INDEPENDENT JUDICIAL COMMISSION

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 responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The Handyman will be responsible for ensuring the smooth operation of the IJC with respect to both administrative and finance matters and carry out various maintenance tasks and service projects relating to the care and upkeep of the IJC Sarajevo office building and its grounds.

The incumbent will work under the general supervision of the IJC Director of Administration, and the direct supervision of the Deputy Head of Admin and Finance Office.

DUTIES AND RESPONSIBILITIES

· Cleaning of the outside building area for which does not require special devices;

· Cleaning the access roads and other area within the parameter of the building;

· Maintenance of the interior: walls, floors, doors and windows;

· Periodical painting of walls with dispersion colors;

· Maintenance and handling of systems and installations in the building;

· Starting of the central heating installations and cooling system

· Airing the installations;

· Controlling on the installations: taps, water tanks, etc.;

· Handling of the boiler room;

· Controlling of the gas pressure in the network;

· Controlling of the gas installations;

· Replacement of bulbs in light fixtures;

· Small interventions (electricity, plumbing etc) and estimation of damage;

· Refilling office supply and stationary capacity;

· In regard to above mentioned duties and regularly maintenance of the office handymen is responsible and for maintenance, transport organisation, furniture delivery and other equipment to IJC HQ and Field Offices,

· All other related duties as assigned by their supervisors.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Technical knowledge of: carpentry, plumbing, electricity, painting, central heating-cooling system;

· Experience in a maintenance position desired;

· Well groomed with a good level of physical fitness;

· Willingness to work long hours, flexibility;

· Ability to communicate in English is desired.

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**

Please quote Reference number: 2002/139

Closing date for applications: 14 June 2002

The Independent Judicial Commission foresees in the up and coming months (May 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.