

# INTERNATIONAL EXPERT, COURT ADMINISTRATION PROJECT

**DUTY STATION:**

Sarajevo/Banja Luka

**CONTRACT TYPE:**

International (2 positions)

**THE HIGH JUDICIAL AND PROSECUTORIAL COUNCIL OF BIH**

The competency of the High Judicial and Prosecutorial Council of BiH (the Council) is regulated by law and includes, among other things, appointment, discipline, and temporary suspension of judges and prosecutors in Bosnia and Herzegovina, as well as certain aspects of court and prosecutors offices administration and management. The Council is an independent and autonomous body, with the task of ensuring the maintenance of an independent, impartial and professional judiciary as confirmed in Article 17 of the HJPC law.

**THE SECRETARIAT**

The professional, financial and administrative tasks for the Council are performed by the Secretariat of the Council.

The Secretariat of the Council is composed of the following three departments: (i) Appointment (AD); (ii) Legal and Budget, (LBD); (iii) and Administration and Finance (AFD). The support provided by the AD includes receiving and verifying applications for judicial and prosecutorial office, advising on all matters relating to the appointment of judges and prosecutors, and assisting in the processing of disciplinary actions. The support provided by the LBD includes, issuing opinions on laws and other legal issues, supervision of training activities, court budgeting and funding as well as

managing/coordinating other judicial reform projects. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations.

#### **PURPOSE AND SCOPE OF POSITION:**

This project aims to assist two of the largest first instance courts in BiH (the Sarajevo Municipal Court and the Banja Luka Basic Court) to reform their organization and administration following the restructuring process and in the light of other changes required for court operations due to new legislation and new Book of Rules.

The project is, to some extent, a follow on to the Independent Judicial Commission's Court Administration Projects (Phase 01 and 02) financed by the Norwegian Government.

The overall objective of the Project is:

To address problems of court inefficiency and court administration/management specifically facing the two project courts within the framework of the restructuring process and the resulting changes in organization and jurisdiction of the courts.

The specific objectives of the Project are:

To assist the two courts to develop a new organizational structure in order to enable effective management and the proper execution of administrative responsibility.

To orient the court secretary to assume a stronger role as the manager of the court, facilitating more extensive delegation of duties by the court president.

To ensure that the personnel structure of the courts facilitates effective administration and management.

To facilitate optimal use of court premises.

## **DUTIES AND RESPONSIBILITIES:**

- To implement the project in accordance with the project plan;
- To work intensely with the court presidents of the said courts;
- To assist the court presidents in developing new internal procedures consistent with the proposals for more efficient internal administrative structure and reporting requirements;
- To evaluate the personnel structure of the said courts;
- To develop further project proposals regarding court premises, equipment, and training of judges and staff in the said courts.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Law degree;
- A minimum of five years professional experience, most of which was in a practical legal setting, preferably as a judge, prosecutor, or attorney; counsel, court administrator or within a Ministry of Justice;
- Experience with or knowledge of European court systems and norms (preferred);
- Previous experience in development work in countries in transition desirable, especially in Bosnia and Herzegovina or other counties of the former SFRY;
- Ability to operate both within the framework of a team and independently;
- Ability to work and draft documents in English;

- Mature judgment and flexibility;
- Computer literacy;
- Must be able and willing to travel within BiH.

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

**Personnel Department**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**Fax: +387 (0) 33 283 771**  
**application@ohr.int**

**E-mail:**

**Reference number: 2004/430, 432 must be quoted**  
**Closing date for applications: 24 August 2004**

**Only short-listed candidates will be contacted**  
**No telephone inquiries please**