

# INTERPRETER

**DUTY STATION:**

Sarajevo

**CONTRACT TYPE:**

National Consultant (duration of contract: 4 months)

**THE INDEPENDENT JUDICIAL COMMISSION (IJC)**

The Independent Judicial Commission (IJC) has three main responsibilities:

- 1) Functioning as the Secretariat for the High Judicial and Prosecutorial Council of the Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).
- 2) Serving as Disciplinary Prosecutor;
- 3) Being an advisory and implementing body on matters related to judicial reform.

The IJC is composed of the following four departments: (i) Investigation and Verification (IVD); (ii) the Disciplinary Prosecution Unit (DP); (iii) Restructuring (RD); and iv) Administration and Finance Department.

The support provided by the IVD to the HJPCs 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 to the HJPCs 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 BiH.

The Administration and Finance department provides the financial and administrative support necessary to maintain the on-going operations of IJC and the HJPCs.

## **PURPOSE AND SCOPE OF THE PROJECT**

When the re-invigorated judicial strategy was initiated, Ministries of Justice were already established at Cantonal and Entity level. At State level, all competence traditionally entrusted to a Ministry of Justice was performed by the BiH Ministry of Civil Affairs and Communications. With the entry into force of the new BiH Law on Council of Ministers and the BiH Law on Ministries and other Institutions, this state of affairs was remedied with the establishment of a proper BiH Ministry of Justice, which became operational in summer 2003.

Even though significant competence previously performed by the Ministries of Justice are now within the realm of the HJPCs, the mandate of these Ministries has not been altered.

This situation will be further developed with the establishment of a single BiH HJPC as of the end of the transitional process. This single BiH HJPC is likely to receive a broad mandate, which will not be limited to the selection, appointment and discipline process of Judges and Prosecutors but will entail significant competence over the management, budgeting and organisation of Courts and Prosecutors Offices.

Accordingly, the Project shall review the current public administration function within the BiH justice sector and produce a final report recommending justice sector reforms that will rationalize and re-organize justice sector competencies. The primary target groups shall be the BiH Ministry of Justice, the RS Ministry of Justice, the FBiH

Ministry of Justice, the Department of Justice within the Mayor's administration in Brcko and selected Cantonal Ministries of Justice.

Separate reviews for each ministerial level shall focus on all essential ministerial functions ranging from policy formulation and strategy to specific competencies related to legislative formulation, enactment, implementation and enforcement. For each ministry review, the project team will conduct a comprehensive analysis of all ministerial functions in light of the surrounding administrative and economic environment. Recommendations should be in accordance with EU best practices and prevailing government expenditure constraints.

The desired work product will provide a vertical functional review of the Ministries of Justice of sufficient depth and quality to influence the direction and prioritization of the reform process and to focus resources accordingly. The project will represent a comprehensive completion of the reinvigorated strategy for judicial reform and will link the reform of the Judiciary with the overall Public Administration Reform in BiH.

The Project Plan can be found on [www.hjpc.ba/ijc](http://www.hjpc.ba/ijc)

## **PURPOSE AND SCOPE OF POSITION**

The Interpreter shall be responsible for providing accurate interpretation and translation services, and shall perform administrative tasks as a member of the project team responsible for the research, analysis, and drafting of a final Report to the IJC. The Interpreter will work under the general supervision of and report to the Project Leader.

## **DUTIES AND RESPONSIBILITIES**

- Consecutive and simultaneous translation at meetings, conferences and seminars, and trips involving national and

international officials;

- Performing written translations of daily correspondence as well as technical, political, legal, financial and economic documents;
- Preparing verbal or written summaries of documents;
- Providing administrative support.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University qualification with major in English language studies;
- Professional experience of at least 2 years as translator/interpreter is essential, preferably with the international community and involving legal issues;
- Proficiency in computer literacy essential;
- Flexibility and ability to cope with stress and long working hours when necessary;
- Team work oriented attitude;
- Ability to work with people from different cultural backgrounds.

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

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

**E-mail:**

**Reference number: 2003/441 must be quoted**  
**Closing date for applications: 10 November 2003**

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