

# INTERPRETER/ADMIN ASSISTANT, COURT ADMINISTRATION PROJECT

**DUTY STATION:**

Sarajevo/Banja Luka

**CONTRACT TYPE:**

National (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 (IJC'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:**

Under the supervision of the International Expert, the Interpreter/Administrative Assistant works to assist on implementing the project by:

- Translating documents;
- Interpreting at meetings as required;
- Perform general office administrative tasks including filing, copying, handling mail and faxes, answering phones and handling incoming inquiries (both verbal and written);
- Coordinating administrative and financial issues with Administration and Finance Department;
- Creating and maintaining administrative files and files for all incoming and outgoing correspondence;
- Coordinating internal and external meetings;
- Arranging transportation for meetings, workshops and conferences;
- Carrying out other administrative and clerical tasks as required;
- Undertaking all other tasks as assigned.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Citizen of Bosnia and Herzegovina;
- Completed secondary education (minimum);
- Professional experience of at least three years in a similar role in an international organization;
- Fluent written and oral English;

- Ability to operate both within the framework of a team and independently;
- Mature judgement 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](mailto:application@ohr.int)**

**E-mail:**

**Reference number: 2004/431, 435 must be quoted**  
**Closing date for applications: 24 August 2004**

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