

INVESTIGATOR

Duty Station: Mostar

Contract type: National

Grade: 8

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Department (DP). The support provided by the IVD 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 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 on-going operations of IJC and the HJPCs.

PURPOSE AND SCOPE OF POSITION

The IVD will receive, 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 IVD and the IJC Field Offices consist of international and national legal officers/investigators who gather information about applicants. They are also responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. They assist in planning the development of the HJC and the logistics of the appointment process for all courts and prosecutor's offices, requiring coordination with other IJC departments responsible for overseeing the restructuring of the courts and prosecutor's offices.

An extremely important part of the work of the IVD is the investigation of judges and prosecutors. This major task is carried out by the Investigation Section of the IVD, which consists of a team of investigators, led by the Deputy Chief of IVD.

The investigator will work under the supervision of the Head of the Field Office. The investigator will, within the AoR, be responsible for the receipt, review, and verification of all application information, Investigation cases involving allegations of misconduct by judges and prosecutors, verification of information provided by applicants for judicial and prosecutorial positions; assistance in relation to all issues arising relating to investigations of judges and prosecutors, including domestic legal issues and procedures. The investigator will have specific duties and responsibilities as follows:

DUTIES AND RESPONSIBILITIES

- Conducting of background checks/investigations of applicants as necessary;
- Review and assess complainants and determine basis for further investigation;
- Conducting investigations for allegations of misconduct of judges/prosecutors

by reviewing court/prosecution files and submitting investigation reports;

- Drafting correspondence about grounded/ungrounded complaints, preparing investigation findings/conclusions, and drafting letters/correspondence regarding complainants about proven/unproven misconduct of judges/prosecutors;
- Carrying out other tasks related to the investigation of judges and prosecutors as required;
- Performing related tasks as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Law Degree or other legal studies;
- Relevant professional experience required;
- Drafting ability, particularly relating to reports;
- Written and spoken English, including knowledge of legal terminology;
- Mature judgment;
- Ability to operate independently.

Any personnel with the above qualifications should provide a detailed CV/Resume (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

application@ohr.int

E-mail:

Please quote Reference number: 2003/199

Closing date for applications: 25 June 2003

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