INVESTIGATOR

DUTY STATION: Banja Luka

GRADE: 8

CONTRACT TYPE: National (2 positions)

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 Unit (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 receives, reviews, and verifies all application

information, prepares an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The IVD also receives and screens complaints alleging misconduct against judges and prosecutors and conducts investigations on behalf of the Disciplinary Prosecutor. The investigation of complaints in being conducted in line with the re-appointment of judges and prosecutors throughout the country.

Under the supervision of the Head of the Field Office, the investigators will work within the Field Office. They will, within the geographical area of responsibility of the region, be responsible for the receipt, review, and investigation of allegations of misconduct. The investigators are expected to work in close co-operation with verification officers in charge of verifying applications during the re-appointment process. For complaints investigated, they are expected to draft and file investigation reports, in accordance with IVD guidelines. The investigators will have specific duties and responsibilities as follows:

DUTIES AND RESPONSIBILITIES

· Review complaints and investigate cases involving allegations of misconduct by judges and prosecutors, either alone or working as part of a team;

· Co-ordinate with senior investigators with regard to case investigation strategies and the carrying out of investigations;

· Assist and co-ordinate with verification officers concerning inquiries about applicants for judicial and prosecutorial positions;

· Assist in relation to all issues arising relating to investigations of judges and prosecutors, including domestic legal issues and procedures;

· Performing related tasks as required, including occasional translation and interpretation.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Law Degree, bar exam preferable;

· Relevant professional experience as an investigator, lawyer, or former judge/prosecutor preferable;

· Drafting ability, particularly relating to reports;

· Written and spoken English, desired but not required, including knowledge of legal terminology;

· Mature judgment and the ability to work under pressure and meet deadlines;

· Ability to co-ordinate with others and also work independently.

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 E-mail: application@ohr.int

Reference numbers: 2003/297,298 must be quoted
Closing date for applications: 11 September 2003

Only short listed candidates will be contacted
No telephone inquiries please