

# JUDICIAL REFORM OFFICER

VACANCY NOTICE

## JUDICIAL REFORM OFFICER HIGH JUDICIAL AND PROSECUTORIAL COUNCILS

**DUTY STATION:** Sarajevo

**CONTRACT:** National (August 1st 2003 – May 31st 2004 ith possible renewal after thdate, deng ding.)

### THE HIGH JUDICIAL AND PROSECUTORIAL COUNCILS (HJPCs)

One of the key planks of the judicial reform strategy is the creation of the High Judicial and Prosecutorial Councils (HJPCs) of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina and of Republika Srpska. The HJPCs are responsible for appointing judges and prosecutors to office throughout BiH and are also to be involved in the restructuring of courts and prosecutors' offices. The Councils handle all disciplinary and suspensions proceedings against sitting judges and prosecutors and play a leading role in the designing of the initial and continuing training programs for judicial officials. The HJPCs play a key role in the reform of the judiciary in BiH, *inter alia* by ensuring that only persons with the requisite professional and other criteria are appointed as judges and prosecutors. The HJPCs will depoliticize the appointment process for judges and prosecutors and establish a strong basis to enable a smooth transition to local ownership upon conclusion of the restructuring and appointment processes.

## **PURPOSE AND SCOPE OF POSITION**

The Judicial Reform Officer will provide legal and operational support to the High Judicial and Prosecutorial Councils as well as to the HJPCs' international and national members, and act as a departmental liaison. The Officer will work under the general supervision of the President and of the HJPCs and the Advisor/Coordinator of the HJPCs. The Judicial Reform Officer will review incoming materials related to the appointment and discipline of judicial officials, as well as to the other competences of the HJPCs, will analyze legal issues and will draft documents on behalf of the members of the HJPCs. Important elements of his/her activities will also be assisting the coordination of operations with the IJC (Independent Judicial Commission) and the Disciplinary Prosecutor.

## **DUTIES AND RESPONSIBILITIES:**

1. Drafting of correspondence of the HJPCs on legal issues pertaining to the interpretation of the regulations and the decisions of the HJPCs;
  - Maintaining up to date information on the overall activities of the HJPCs and their schedules;
  - Coordinating and preparing meetings of and with HJPCs members;
  - Participating in the organization and preparation of the sessions of the HJPCs;
  - Conducting legal preparation of high-level meetings with Ministers of Justice, Supreme and State Courts' Presidents, Constitutional Courts and lower tier courts and Prosecutor's Offices;
- **Performing other duties as required by the HJPCs' members or the**

## **President and Vice-president of the HJPCs;**

- Maintaining operational contact and co-ordination on legal issues within and outside the HJPCs with persons and organizations involved in the work of the Councils;**
- Planning and co-ordinating file and record management within the HJPCs;**
- Working closely with other judicial reform officers, as well as with executive secretaries and assistants, as needed;**
- Other duties assigned by President and Vice-president of the HJPCs and the Advisor/Coordinator;
- Liaison with various authorities (mostly judicial and law enforcement agencies) on various reform issues;
- Liaison with the staff of the Disciplinary Prosecutor's Office on disciplinary cases being conducted against judges and prosecutors;
- Liaison with IJC (Independent Judicial Commission) (IVD Department) regarding the application material and co-ordination of material between the IJC and HJPCs members;
- Working with and interpreting for the President and Vice-president and other international members of the HJPCs in meetings with local authorities and contacts as well as with national members of the Councils, as needed;

- Translating and analyzing documentation relevant to institutional and legal reform projects being undertaken or supported by HJPCs; and
- Translating and analyzing application and supporting material submitted by applicants for judicial and prosecutorial posts.

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- University degree in Law;
- At least three years experience in the field of law, preferably in a practical legal setting;
- Very good interpersonal skills and ability to successfully interact with both international and local experts and professionals;
- Computer skills are required, especially in dealing with databases and spreadsheets;
- Willingness to work long hours and in a team, as well as ability to work under minimum supervision;
- Drafting ability;
- Mature judgement;
- Fluent English and Bosnian/Croatian/Serbian speaking and writing skills required;
- Experience in an international organization would be an asset

Any personnel with the above qualifications should provide a  
CV (in English) with a

one-page cover letter and references to:

***Personnel Department***

**OHR Sarajevo**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Fax : +387 (0) 33 283 771** **E-mail:**  
**[application@ohr.int](mailto:application@ohr.int)**

***Please quote Reference No. 2003/265***  
***Closing date for applications: 21 August, 2003***

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