JUDICIAL REFORM OFFICER; INDEPENDENT JUDICIAL COMMISSION

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform program to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of a High Judicial Council (HJC) responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The IVD will receive, review and verify all application information, prepare and assess of each applicant's qualifications, and then recommend applicants for further valuation by the HJC. The IVD and the IJC Field Offices will consist of international and national legal officer/investigators who will gather information about applicants. They will also be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

Under the supervision of the Head of the Field Office, the

Judicial Reform Officer will work within the AOR. The Judicial Reform Officer will, within the geographical area of responsibility of the region be responsible for the receipt, review and verification of all application information, preparation of an assessment of each applicant's qualifications, and the recommendation of applicants for further evaluation by the HJC. The Judicial Reform Officer will have specific duties and responsibilities as follows:

DUTIES AND RESPONSIBILITIES

- Advise on all matters relating to the reselection process for judges and prosecutors, including assisting in the preparation of materials for sessions of the High Judicial Council and preparing reports relating to individual judges and prosecutors;
- Assist and advise other department of the IJC as requested and in particular on issues related to the restructuring of the judiciary and legal and law reform issues in the AOR generally;
- Assist with issues arising relating to the selection process for judges and prosecutors, including domestic legal issues and procedures;
- Devise systems and methodologies for the coordination of the verification of information provided by applicants for judicial and prosecutorial posts;
- Investigate allegations of misconduct by judges and prosecutors, either alone or working as part of a team;
- Coordinate the conduct of investigations of judges and prosecutors and devise standard forms for the presentation and collation of the results of investigations;
- Advise on disciplinary and other measures for judges and prosecutors;
- Maintain an effective and updated filing system related to review process;
- Liaise with relevant national and international

organizations on matters relating to judicial reform generally
- Perform related tasks as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Law Degree
- At least 3 years prior relevant professional experience required, preferably in a practical legal setting
- Drafting ability
- Excellent written and spoken English, including knowledge of legal terminology and drafting legal documents
- Mature judgment
- Computer literacy
- Ability to operate both in a team and independently

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

Please quote Reference number: 2002/173

Closing date for applications: 6 August 2002

Only short listed candidates will be contacted and advised of exact dates of duration of contracts.