

# LAWYER

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

## THE SECRETARIAT

The Secretariat of the High Judicial and Prosecutorial Council of Bosnia- Herzegovina (HJPC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska and the High Judicial and Prosecutorial Council of the Federation of Bosnia- Herzegovina.

The Secretariat 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 RoL projects. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations.

## PURPOSE AND SCOPE OF POSITION:

The primary task of the incumbent will be to assist the Secretariat in all aspects of the verification and selection process. This will include, but will not be limited to, verification of application materials, contacting applicants' references and professional contacts, contacting candidates, and drafting documents related to the selection of candidates,

the Codes of Ethics and disciplinary cases.

The incumbent will cooperate on a daily basis with other lawyers and staff members from other departments of the Secretariat and the Office of the Disciplinary Counsel and will also liaise and work closely with international agencies, national authorities, courts and prosecutors' offices, and other participating agencies and institutions.

The Lawyer will also be responsible for other tasks as allocated by the Head of Department and the Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

- Verify application material and record in written form all information received from references and professional contacts;
- Maintain easily accessible records of all information received;
- Draft legal opinions, decisions and other documents, including interpretation of local legislation;
- Draft legislation as required and comment on draft legislation;
- Act as the contact person for all questions related to appointment, ethics and preparation of disciplinary cases;
- Closely observe the BiH judicial and legal systems, including new developments;
- Undertake all other tasks as required by the Head of Department and the Executive Director.

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

- BiH citizenship;

- Degree in Law;
- General requirements defined by Article 22 of the Law on Civil Service of the Institutions of Bosnia-Herzegovina;
- At least three (3) years of relevant experience in a legal setting;
- Excellent drafting, analytical and investigative skills;
- Proven attention to detail;
- Ability to plan and implement projects within a specified timeframe;
- Very good interpersonal skills to interact within a multicultural environment;
- Ability to take initiative and work in a team setting with high degree of confidentiality;
- Mature judgment and flexibility;
- Good command of oral and written English;
- Good computer skills;
- Passed Bar Exam and knowledge of the BiH judicial system (preferred).

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**

**E-mail:**

**Reference number: 2004/105 must be quoted**

**Closing date for applications: 19 May 2004**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**