LEGAL ASSISTANT

DUTY STATION: Banja Luka

CONTRACT TYPE: National

GRADE: 7

PURPOSE AND SCOPE OF POSITION

The incumbent provides legal assistance to the Banja Luka Legal Office concerning all issues generally within the domain of the Legal Office. The incumbent may also be called upon to respond to legal issues at cantonal level (specifically cantons 1 and 10) or at the level of either of the two Entities.

DUTIES AND RESPONSIBILITIES

The incumbent:

– Conducts research on BiH; RS; Federation of BiH and Cantonal legal issues, with emphasis on functioning of institutions and legislative development;

– Identifies priorities and provides analytical support to supervisorsthe legal issues involved in the activities of the Banja Luka Regional Office;

– Maintains contacts with national and international legal officials and institutions, and reports all information obtained during his/her contacts to relevant OHR and other legal and non-legal officials;

– Assists in contacts of Banja Luka Regional Office with relevant Cantonal Ministries for assorted legal matters, including transmittal of important and time-sensitive communications from OHR officials to legal or government

officials;

– Closely co-operates with Field Offices in relation to the legal issues rising within the jurisdiction of offices;

– Assisting in drafting legal advices and opinions;

– Performs other duties as assigned

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

– Be a student of the Law faculty or a graduated lawyer;

– Possess excellent English language communication skills – both speaking and writing;

– Understand and use computers and common applications (e.g., Microsoft Windows, Word, Excel, E-mail, etc.), know how to type, etc.; and

– Be able to perform legal research using bound BiH and international laws and statutes, digital media, such as CD ROM and the Internet.

Any person 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 E-mail: application@ohr.int

Reference number: 2005/148 must be quoted
Closing date for applications: 23 September 2005

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