

# LEGAL OFFICER

**DUTY STATION:** Bana Luka

**GRADE:** 8

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION:**

The incumbent provides legal advice and expert opinions concerning all issues generally within the domain of the Legal Office, and may be called upon to respond to legal issues generally pertinent throughout BiH, though generally the incumbent will concentrate on legal matters within the B&H and Republika Srpska. The incumbent supports and fills in for the Head of Office when she is not available.

While working under the direct supervision of the Head of the Banja Luka Legal Office, and the general supervision of the Head of the Banja Luka Regional Office, the incumbent exercises individual discretion and responsibility in determining, prioritising and executing work tasks required to fulfill the Legal Office's mission. The incumbent informs supervisors as to the general status of his work, exercising discretion as to the degree of information that is necessary and to whom communications and reports are to be addressed.

The incumbent also maintains regular contact and consultation with legal and other experts from relevant fields outside of OHR; including local national and international legal experts and other personnel. The incumbent performs these activities with minimal direct supervision, reporting, as needed the details and results of his work.

## **DUTIES AND RESPONSIBILITIES:**

- Conducts research on BiH, RS, Federation of BiH and Cantonal legal issues, with emphasis on: international,

public and private law, commercial and business law, and constitutional and statutory law;

- Engages in comparative studies of BiH legal systems with other legal systems;
- Identifies priorities and provides analytical support to supervisors in the legal issues involved in the activities of the Banja Luka Regional Office;
- Maintains contacts with local national legal officials and institutions, and reports all information obtained during his contacts to relevant OHR and other legal and non-legal officials;
- Provides expert advice and support concerning RS legal matters to appropriate officials and/or working groups;
- Participates in International Community review of draft and proposed RS legislation, providing specific recommendations about legal or constitutional issues raised therein; Drafts and provides written and oral legal advice and opinions to OHR personnel, including the Head of Regional Office, Banja Luka, members of the OHR staff in Banja Luka and Sarajevo, and as directed, to organisations affiliated with and
- Performs other duties as assigned.
- The incumbent will replace the Head of OHR BL Legal office during the period of his/her absence.

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

- Be a graduate lawyer of a recognized law faculty within BiH or the Former Federal Republic of Yugoslavia with at least two years work experience;
- 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](mailto:application@ohr.int)***

***Reference number: 2006/037 must be quoted  
Closing date for applications: 6 April 2006***

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