

LEGAL OFFICER

DUTY STATION: Sarajevo

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION

The OHR is the lead agency for the implementation of an internationally-funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber Project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

The War Crimes Chamber Project is seeking to hire a Legal Officer to assist in the implementation of the project. He/She will work under the direct supervision of the Legal Counsel and will support the work of other members of the team by providing legal advice to the different aspects of the project. The contract period initially will be for 2 months (until 31 December 2004) under OHR with the possibility of continuing employment once the Registry for the War Crimes Chamber Project is established and operational.

DUTIES AND RESPONSIBILITIES

- Provide legal advice on national and international employment law and civil service regulations;
- Provide legal advice on relationship between the Registry and national institutions;
- Provide advice on budget issues and general financial issues;

- Provide legal advice on matters relating to procurement, contracts, financial administration, personnel matters, and the privileges and immunities of staff;
- Perform extensive legal research and analysis and prepare legal opinions;
- Review, advise on and draft complex contracts, agreements and other legal documents;
- Perform any other related duty as may be assigned to the incumbent of the position.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in law and Bar Exam;
- At least 5 years of professional experience practicing law either in a law firm or a Government institution;
- Extensive experience in commercial and administrative law;
- Excellent oral and written English;
- Excellent organizational, planning and managerial skills;
- Excellent computer skills;
- Ability to work independently as well as collaboratively with colleagues with varying backgrounds;
- Ability to prioritize and organize the workload to complete the work in an efficient and timely manner;
- Ability to work effectively under pressure and to perform various complex tasks simultaneously;
- Willingness to work long hours.

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
application@ohr.int

E-mail:

Reference number: 2004/525 must be quoted
Closing date for applications: 17 November 2004

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