

# LEGAL OFFICER

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

**GRADE:** 8

## PURPOSE AND SCOPE OF THE POSITION

Legal Officer will work under the general supervision of the Head of the Rule of Law Pillar and the direct supervision of the Head of the Legal Reform Unit. He/She will be part of the LRU team of national and international lawyers working on various legislative projects as assigned by the Head of Unit.

## DUTIES AND RESPONSIBILITIES

- As assigned by the Head of Unit, independently or in co-operation with other lawyers, draft laws, by-laws and amendments for LRU projects at municipal, cantonal, Entity and State level – in particular emphasising a coherent strategy for long term integration of those laws
- Assist the Head of Unit in researching, preparing and drafting legal advice for the High Representative on matters falling within the Rule of Law Pillar;
- Assist Units within the Rule of Law Pillar with drafting legislation relating to projects for which they are responsible by participating in meetings, conducting research and drafting laws and other texts. Review and provide advice and assistance on constitutional and other legal implications on draft laws and amendments received from those Units throughout the drafting process, as instructed by the Head of Legal Reform Unit;
- Provide legal advice on and assistance to projects for which other members of the Legal Reform Unit team are responsible;

- Lead, participate in or assist meetings on legislative projects together with government counterparts and experts as assigned;
- Represent the Legal Reform Unit as required.

# **PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS**

- University degree in law; bar exam being an advantage;
- At least 2 years of relevant professional experience required, preferably in a practical legal setting; experience in administrative and constitutional law being an advantage;
- Excellent drafting skills;
- Thorough understanding of the constitutional structure and legal system of BiH;
- Knowledge of general standards of particularly European but also other foreign legal systems an advantage;
- Excellent written and spoken English, including knowledge of legal terminology and ability to draft legal documents;
- Computer literacy;
- Mature judgement;
- Excellent team player as well as proven ability to work independently and take initiatives;
- Ability to work long hours and under pressure when needed;
- Willingness to work with people from various cultural backgrounds.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina***

***Fax: ++387 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference No. 2003/083 must be quoted  
Closing date for applications: 6 June 2003***

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