

LEGAL OFFICER, OHR BANJA LUKA

DUTY STATION: Banja Luka

CONTRACT TYPE: National

GRADE: 8

PURPOSE AND SCOPE OF THE POSITION

The incumbent will provide 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 B&H, though generally the incumbent will concentrate on legal matters within the Republika Srpska, the Federation of B&H, and selected Cantons. The incumbent supports and fills in for the Head of Office when she is not available.

The incumbent will vigorously advocate the legal positions and policy of the Office of the High Representative and the International Community in B&H before legal and other officials within the RS and Cantons, seeking to instil a sense of ownership in their own system, responsibility for its failures and potential successes, and excitement about the potential for reform, the development of the rule of law and strengthening of a civil society in B&H.

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 will exercise individual discretion and responsibility in determining, prioritising and executing work tasks required to fulfil the Legal Office's mission. The incumbent will inform 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 will also maintain 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 will perform these activities with minimal direct supervision, reporting, as needed, the details and results of his work.

DUTIES AND RESPONSIBILITIES

- To advocate the positions of the OHR and the IC before legal and other officials of B&H, the RS, the Federation of B&H and Cantons;
- Identify legal and other officials who share the vision of the OHR and the IC in general and bring their identity to the attention of relevant officials within the OHR;
- Nurtures and/or support feelings of ownership, responsibility and desire for progress within selected local legal and other officials;
- Conducts research on B&H, RS, Federation of B&H and Cantonal legal issues, with emphasis on: international, public and private law, commercial and business law, and constitutional and statutory law;
- Identify priorities and provide analytical support to supervisors in the legal issues involved in the activities of the Banja Luka Regional Office;
- Maintain contacts with RS, Cantonal and other local national legal officials and institutions, and report all information obtained during his/her contacts to relevant OHR and other legal and non-legal officials;
- Provide expert advice and support concerning RS, and Cantonal legal matters to appropriate officials and/or working groups;

- Monitor the legislative work of Cantonal legislative bodies;
- Participate in International Community review of draft and proposed RS legislation, and as necessary, draft and propose Cantonal legislation, providing specific recommendations about legal or constitutional issues raised therein;
- Function as primary Banja Luka Regional Office legal point of contact with relevant Cantonal Ministries for assorted legal matters, including transmittal of important and time-sensitive communications from OHR officials to legal or government officials;
- Draft and provide 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 (such as IJC) or outside of OHR; and
- Perform other duties as assigned.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Degree of a recognized law faculty within B&H or the Former Federal Republic of Yugoslavia with at least two years work experience;
- Excellent English language communication skills – both speaking and writing;
- Understanding and use of computers and common applications (e.g., Microsoft Windows, Word, Excel, E-mail, etc.), knowledge of typing;
- Ability to perform legal research using bound B&H and international laws and statutes, digital media, such as CD ROM and the Internet.

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:

Office of the High

Representative

Njegoseva bb, Banja Luka

Bosnia and Herzegovina

Fax: ++387 51 330 213 or E-mail: application@ohr.int

Please quote Reference No. 2002/348

Closing date for applications: 31 January 2003