

# National Judicial Reform Officer – IJC

DUTY STATIONS: Sarajevo (4 positions), Banja Luka (4 positions)

CONTRACT TYPE: National (9 months)

## PURPOSE AND SCOPE OF POSITION

The Independent Judicial Commission (IJC) is the lead implementation agency for judicial reform programmes in Bosnia and Herzegovina. It has the power to intervene in the processes of the Entity and Cantonal Commissions and Councils, which are responsible for selecting and disciplining judges and prosecutors as well as the one-off Comprehensive Review process of all serving judges and prosecutors currently under way. It provides opinions and advice directly to Ministries of Justice, Judges, Prosecutors, court administrators and the international community regarding the process of judicial reform and the promotion of the Rule of Law. It is a focal point for international assistance to judicial reform initiatives, assist in the identification and design of specific programs, and support domestic training organisations.

As part of a project to strengthen the work of these bodies, the National Judicial Reform Officers will work directly with them and support them in carrying out their responsibilities. The selected candidates will work under the general

supervision of the Director of IJC, and under the direct supervision of Chief of Monitoring and Implementation Department.

## DUTIES AND RESPONSIBILITIES

1. Monitor, assess and assist the day-to-day activities of the Federation Judicial and Prosecutorial Commissions in the Federation and High Judicial and Prosecutorial Councils in the Republika Srpska established to provide independent recommendations on the review, selection and discipline of judges and prosecutors.
  2. Assist the Chief of the Monitoring and Implementation Department and the Director in formulating advisory opinions to domestic bodies and prepare matters relating to the appointment, discipline and review of judges and prosecutors.
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1. Report as scheduled with the Chief of the Monitoring and Implementation Department on the status of the work and operations of the Commissions and Councils for the appointment, discipline and review of judges and prosecutors.
  2. Assist in the preparation of advice to the Director and Deputy Director regarding decisions on the removal of members of independent authorities from their positions as provided for by the legal provisions of the Laws on Judicial and Prosecutorial Service.

3. Preparing for and setting up meetings of the Commissions and Councils and assisting in the follow-up work, including putting together review materials as required and drafting minutes/reports.
4. Maintaining an effective and updated filing system related to review process.
5. Translating and interpreting when required.
6. Performing related tasks as required.

#### PROFESSIONAL QUALIFICATIONS / REQUIREMENTS

1. Law Faculty degree
2. Minimum 2 years professional experience, preferably in practical legal setting
3. Experience with European and International systems and norms preferred
4. Proficiency in written and oral English language skills essential
5. Computer literacy essential
6. Drafting ability

7. Mature judgment

8. Ability to operate both within framework of a team and independently

Any personnel with the above qualifications should provide (in English) a comprehensive CV or an OHR application form with a one-page cover letter and references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference Numbers:

For Sarajevo: 1338/01 – 1341/01

For Banja Luka: 1344/01 – 1347/01