Security Guard – Independent Judicial Commission

DUTY STATION: Sarajevo

CONTRACT: National (4 posts)

PURPOSE AND SCOPE OF THE POSITION

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of a High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The incumbents (4 positions) will work under the general supervision of the OHR Security Office and under the direct supervision of IJC Head of Administration. The Security Guard is responsible to ensure that the general security of IJC/OHR personnel and properties is maintained.

DUTIES AND RESPONSIBILITIES

· Access control to the IJC premises and its parking

area;

· Monitoring security both internally and externally through physical patrols, alarms and camera technology;

· Letter-bomb recognition and appropriate action;

· Acting where necessary as fire wardens;

· Assisting in building clearance/evacuation in cases of civil disorder or other emergency;

· Acting as an unarmed searching facility when necessary;

· During the night shift, acting as a switchboard operator if necessary;

· Providing assistance to IJC/OHR staff if required;

· To be part of OHR security team for external conferences and meetings;

· Liaison with local police if necessary;

· All tasks assigned by his Supervisor.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· Completed Secondary Education;

· Minimum 3years of work experience as a security guard, preferably in an international environment;

· Previous experience of professional police work preferred;

· Valid and clean Driving License;

· Good spoken English essential;

· Well groomed with a good level of physical fitness;

· Confidentiality and flexibility;

· Ability to work with people of various cultural backgrounds and in a team environment.

Any personnel with the above qualifications should provide (in English) a CV with one-page cover letter including references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 **E-mail: application@ohr.int**

Please quote Reference number: 2002/150, 151, 152, and 153

Closing date for applications: 7 June 2002

The Independent Judicial Commission foresees in the up and coming months (May through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.