Senior Adviser to the Director – Independent Judicial Commission

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina (BiH). It provides opinions and advice to Ministries of Justice, judges, prosecutors, court administrators and members of 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. The IJC also has the power to intervene in the processes of entity and cantonal commissions/councils responsible for selecting and disciplining judges and prosecutors, and the one-time judicial review process.

PURPOSE AND SCOPE OF POSITION

The Senior Adviser will work closely with and assist the Director on a day-to-day basis in dealing with political issues, public relations and other important matters arising from the work of the Commission. He/she will often work on sensitive matters, requiring a confidential and personal working relationship with the Director and with the Office of the High Representative.

The scope of work for this position is as follows:

1. Political Advice

2. Public Relations

3. Special Support

DUTIES AND RESPONSIBILITIES

Political Advice

- Advising the Director on political issues that affect the work of the Commission, including staying informed on all matters being handled by the Director and the IJC and advising other staff of the IJC on political issues. Accompanying the Director to meetings as necessary
- Liaising with OHR on political issues and working with the relevant OHR departments and OHR Front Office as necessary
- Acting as primary point of contact for local political authorities in dealing with the Commission and coordinating high level political forums as developed by the Commission

Public Relations

1. Coordinating the Commission’s public relations strategy

2. Preparing public documents, including press statements

3. Liaising with OHR Press Office

Special Support

1. Liaising with the IJC Chiefs of Department and other

staff-members

1. Coordinating the Director’s internal and external meetings together with the Personal Assistant of the Director

1. Preparing briefing notes, memoranda, talking points, etc., for the Director as required and ensuring that the Director is supplied with all relevant information for external meetings and interviews. Assisting the Director in making informed decisions on all aspects of the IJC strategy

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University Degree in Law or Political Science

1. Experience as a political and/or public relation advisor, preferably in an international organisation working in Bosnia and Herzegovina or elsewhere in the former Yugoslavia

2. Good understanding of the political environment in BiH

3. Excellent spoken and written English

4. Knowledge of or experience from the judiciary or administration of judicial affairs

5. Ability to work and draft documents fluently in English

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

Director of Personnel

Emerika Bluma 1, 71000 Sarajevo

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

Please quote Reference No. 1360/01

Closing date for applications: November 15, 2001

Only short-listed candidates will be contacted