

SENIOR JUDICIAL REFORM OFFICER

DUTY STATION:

Sarajevo

GRADE:

8 or 9

CONTRACT TYPE:

International

THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs

PURPOSE AND SCOPE OF POSITION

The IJC reserves the right to appoint a person as Senior Judicial Reform Officer or Judicial Reform Officer, depending on the experience and qualifications of the candidates.

The IJC is responsible for assisting and serving the High Judicial Council, which will be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. The IJC/IVD will receive, review, and verify all application information, prepare an assessment of each applicant's qualifications, and then recommend applicants for further evaluation by the HJC. The objective of the IJC is to establish a selection process that is fair, transparent, and in conformity with Council of Europe standards.

Under the supervision of the Chief of IVD, the incumbent works within the Department to develop and implement plans for review, discipline and appointment of judges and prosecutors. He/She also takes responsibility for other particular aspects of the work of IVD or for related judicial reform projects that fall within the aegis of the Department as directed by the Chief.

The incumbent is responsible for assisting the Chief of the IVD for organising the work of the Department and in formulating advice to the IJC on matters related to the review and appointment process.

The Senior Judicial Reform Officer/Judicial Reform Officer is responsible for the proper preparation of background information on incumbent judges and prosecutors in anticipation of the re-appointment process, and co-ordinates with the Field Offices on matters related to review, nomination and appointment. In this regard the incumbent co-ordinates the work of the IJC's Judicial Reform Officers and Investigators gathering and verifying information about applicants or concerning the appointment process. The incumbent liaises with and works closely with the staff of other international community agencies participating in verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts.

DUTIES AND RESPONSIBILITIES

- To provide general advice to the IJC in devising and implementing a plan to review, discipline and appoint judges and prosecutors and other related judicial

reform projects;

- To co-ordinate the work of the staff of the Department and the Field Offices on matters related to investigation of applicants, nomination and appointment of judges and prosecutors;
- To take responsibility for particular aspects of that work, as directed by the Head;
- To prepare legal opinions on issues such as the interpretation of local legislation for internal and external use;
- To draft legislation as required and to comment on draft legislation;
- To maintain close observation of the BiH judicial and legal systems, including new developments;
- To liaise with other international organisations; and
- To undertake other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Law degree;
- Minimum 5 years post-degree professional experience required, preferably in a practical legal setting, preferably within the context of the prosecutor's office or court;
- Good investigative skills;
- Experience with the knowledge of European systems and norms preferred;
- Very good interpersonal skills to interact both international and local experts;
- Proven drafting ability, in English;
- Ability to work under demanding circumstances, over prolonged period of time;
- Mature judgment and flexibility;

- Ability to take initiative and coordinate.

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

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

**Fax: +387 (0) 33 283 771
application@ohr.int**

E-mail:

Reference number: 2003/261 must be quoted

Closing date for applications: August 11, 2003

Only short-listed candidates will be contacted

No telephone inquiries please