

# **Senior National Judicial Reform Officer; Investigation And Verification Department**

## **THE INDEPENDENT JUDICIAL COMMISSION**

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 Incumbent will work under the general supervision of the Chief of Investigation and Verification Department and direct supervision of Deputy Chief of Verification Section.

The 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 IVD and the IJC Field Offices will consist of international and national legal officers/investigators who will gather information about

applicants. They will also be responsible for verifying, reviewing, and assessing the qualifications of applicants for judicial and prosecutorial posts. In the planning phase the IVD will be responsible for drafting legal provisions creating a selection process that is fair, transparent, and in conformity with Council of Europe standards, drafting rules of procedure for the HJC, preparing standard application forms, devising a strategy and timeline to announce vacant posts for courts and prosecutor's offices, and preparing background information on sitting judges and prosecutors in anticipation of appointment process.

## **DUTIES AND RESPONSIBILITIES**

- To co-ordinate the work of Judicial Reform Officers on matters related to the verification of applications, and advising HJPC Panels on the nomination and appointment of judges and prosecutors;
- Advise on all matters relating to the reselection process for judges and prosecutors, including assisting in the preparation of materials for sessions of the High Judicial Council and preparing reports relating to individual judges and prosecutors;
- Assist with issues relating to the selection process for judges and prosecutors, including domestic legal issues and procedures;
- Co-ordinate verification of information in application materials provided by applicants for judicial and prosecutorial posts;
- Investigate allegations of misconduct by judges and prosecutors, either alone or working as part of a team;
- Maintaining an effective and updated filing system related to review process; and

- Performing related tasks as required, including occasional translation and interpretation.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Law degree;
- A minimum of five years professional experience required in a practical legal setting, preferably as a judge, prosecutor, counsel, court administrator or within a Ministry of Justice;
- Previous experience in development work in countries in transition desirable, especially in Bosnia and Herzegovina or other countries of the former SFRY;
- Experience with or knowledge of European systems and norms preferred;
- Ability to operate both within the framework of a team and independently;
- Ability to work and draft legal documents in English;
- Mature judgement and flexibility;
- Computer literacy;
- Must be able and willing to travel within BiH.

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, 71000 Sarajevo**

**Fax: +387 (0) 33 283 771**

**E-mail:**

[application@ohr.int](mailto:application@ohr.int)

Reference number: 2002/282

**Closing date for applications: 14  
October 2002**

Only short-listed candidates will be contacted