

**CIVILIAN JOB DESCRIPTION
HQ EUFOR
SARAJEVO, BOSNIA AND HERZEGOVINA
HUMAN RESOURCES MANAGEMENT OFFICE**

PART I – JOB IDENTIFICATION

<u>Post no.:</u>	CL CLO 0010		
<u>Headquarters:</u>	COMMAND GROUP		
<u>Branch:</u>	LEGAD		
<u>Section:</u>	CLAIMS OFFICE		
<u>Unit:</u>	CLAIMS OFFICE		
<u>Job title:</u>	CIVILIAN LAWYER		
<u>Nationality:</u>	National or legal resident of Bosnia and Herzegovina		
<u>Date of validation:</u>	17-Sep-24	<u>Service:</u>	Civilian
<u>Duty location:</u>	Sarajevo, BiH	<u>Grade:</u>	LCH-7

PART II – DUTIES

A. POST CONTEXT:

Claims Office is integral part of the Office of the Legal Advisor – designated with a specific scope and tasks. Claims Office must functional all the time, regardless of the number of actual claims cases to be handled. The Civilian Lawyer is responsible that the Claims Office is all the time following all of the applicable legal and policy regulations and provides a continuous support to the Chief Legal and Gender Advisor by assuring the appropriate functionality of the Claims Office all the time.

The position of the Civilian Lawyer requires the representation of Chief Legal and Gender Advisor in front of the BiH authorities regarding designated legal questions and as defined by Chief Legal and Gender Advisor, inside the framework of the delegated authority levels in place.

The Civilian Lawyer position requires a civilian person who is educated in BiH law and able to understand the overall framework of the local legal system and who speaks the local language. The fulfillment of these two condition can assure that the fulfillment each task is monitored, controlled and supervised in an appropriate manner in the Claims Office as well as assure the proper representation of Chief Legal and Gender advisor in front of the designated authorities in BiH.

B. REPORTS TO:

CHIEF LEGAL ADVISOR

C. PRINCIPAL DUTIES:

- 1 Functions as representative of Chief Legal and Gender Advisor in front of BiH authorities at all delegated level – with regard the interpretation of BiH law and regulations as well as the application of international agreements regarding the claims process and SOFA regulations.

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- 2 Serves as Point of Contact with representatives of BiH government, entities' and local governments as per the delegated authority.
- 3 Establish and maintain a continuous working relationship with the local police bodies to ensure that the applicable SOFA regulations are well known and followed by all of the relevant local stakeholders. This task encompasses the direct engagement with the representatives of such authorities as well as regular meetings and discussions – without the direct involvement of Chief Legal and Gender Advisor.
- 4 Represents a specialized legal resource in BiH law for the Chief Legal and Gender Advisor to fulfill the requirements coming from the SOFA based principle of “respect of the local law”.
- 5 Responsible for the overall functioning of the Claims Office, the tasks shall be executed in a proper and efficient way always respecting the deadlines imposed by the applicable legal and policy regulations. Responsible for the adherence to all of the applicable deadlines with regard the claims processes including the Claims Commissions and Arbitration Tribunals procedures. The operation of the Claims Office must be assured by the Civilian Lawyer without regular intervention from Chief Legal and Gender Advisor.
- 6 Responsible to identify, analyze, interpret and assess the legal framework for each claims related case – including the translation of local law into English if legal terminology is to be interpreted.
- 7 Responsible to investigate and identify the facts which are relevant for the legal evaluation of the cases.
- 8 Responsible to prepare legally relevant documents such as summons, appeals, pre-trial agreements.
- 9 Responsible to facilitate the settlements between the claimants and the respondents.
- 10 Prepares legislative analysis, assessment and recommendation to Chief Legal and Gender Advisor for the atypical claims cases.
- 11 Asserts affirmative claims of HQ EUFOR in accordance with the applicable SOFA regulations and provides assistance to the TCNs on affirmative claims.
- 12 In claims cases against HQ EUFOR assess all of the circumstances and provides recommendations for the Chief Legal and Gender Advisor about the possible approach of the HQ EUFOR. The assessment must cover all of the risks associated with any of the courses of action supported by the legal arguments.
- 13 Responsible for promulgating EUFOR Claims Policy, and providing assistance and guidance to the TCN representatives as well as legal advice on BiH law.
- 14 Leads the negotiating settlements of claims for and against HQ EUFOR and responsible for representing the interests of HQ EUFOR in each cases.
- 15 Supervises the fund manager activities. The supervision must encompass the preparation of proposals for the yearly budget planning, the provision of the necessary updates as well as the preparation of the payment authorization papers.
- 16 Responsible for the preparation of training materials on the claims process applicable for each level of the procedures.
- 17 Supervising and evaluating the legal and factual research conducted by the subordinate.
- 18 Establishes and maintain contact with the BiH judicial bodies' representatives to follow the local jurisprudence as directed by the Chief Legal and Gender Advisor; Controls that the database on the local law - with special focus on labour law, criminal codes, laws of the different law enforcement agencies etc.- and the connected executive summaries are up to date all the time; Develops possible courses of actions supported by legally relevant arguments in case of queries from BiH authorities and reports to Chief Legal and Gender Advisor; Leads the claims related site surveys and responsible that the execution is in line with the applicable law and policy rules; Supervises the registration and process of all claims.

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- 19 Responsible to make sure that all of the administrative support of the claims process is adequately assured all the time.
- 20 Supervises the transfer of the claims received against TCNs and NHQ Sarajevo in a timely and traceable manner.

D. ADDITIONAL DUTIES:

- May be required to perform TDYs assignment if tasked by the Chief Legal and Gender Advisor.
- Performs all other duties as directed by Chief Legal and Gender Advisor.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum five (5) years' experience in a legal position either in BiH governmental agency, court, prosecutor's office, law firm or in international organization's legal office.
- At least three (3) years' of proactive dealing with claims, complaints or other legal disputes, and being involved in settlement negotiations.

2. Education / Training:

- University Degree in Law;
- Licensure in a bar in BiH (bar exam).

3. Security Clearance:

CERTIFICATE OF NO CRIMINAL RECORD

4. Language:

English: Good

Bosnian / Croatian / Serbian: Very Good

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Intermediate knowledge

Spreadsheets: Intermediate knowledge

Presentation: Intermediate knowledge

Database: Intermediate knowledge

B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- At least three (3) years' experience in field of local labour law.
- Previous Multinational HQ Staff experience.

2. Education / Training:

- Nothing above and beyond the essential education requirement.

3. Language:

English: Very Good

Bosnian / Croatian / Serbian: Very Good

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheets: Intermediate knowledge

Presentation: Advanced knowledge

Database: Intermediate knowledge

C. CIVILIAN POSTS:

Personal Attributes:

Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Ability to pick out important information in oral communications. Questioning and general reactions indicate to speaker 'active' listening. Ability to analyse, organise and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organisation. Ability to establish efficient and appropriate course of action for self and/or others to accomplish goal. Stability of performance under pressure and/or opposition. Ability to make controlled responses in stressful situations. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

Problem Solving:

Requirement to evaluate and solve varying problems resulting out of dissimilar or totally new issues. Unique problems of a wide variety require analytical, constructive and even innovative thinking and judgment.

Managerial Responsibilities:

Planning and coordinating most daily work details in accordance with rules and regulations. Some control over given priorities. Involved in the supervision, coordination and review of the work of other staff members performing related duties.

Professional Contacts:

Regular professional contacts inside or outside own activity in the execution of various tasks. Contacts may involve providing information, advice or low level guidance on simple issues. May also be required to discuss and negotiate at own level.

Contribution to the Objectives:

The work covers many dissimilar subjects that require different levels of intellectual skills. The work is based on a wide range of broad policies, procedures and minimum supervision. Consequently, supervision, analytical and constructive thinking, evaluation, even creativity is required for the determination of best courses of action in the functional area. The complexity of

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work context results in actions and/or recommendations that may substantially impact on the efficiency, image and the financial resources of the HQ.

Impact of Work Environment:

The work environment has no direct negative effect on the work performed, such as a standard office environment.

D. REMARKS:

EMPLOYMENT CONDITIONS

This is a pre-emptive recruitment campaign for a Local Civilian Hire (LCH) position, which is under budgetary and establishment consideration. In the event the post is confirmed, the LCH will be offered a definite duration contract for one year followed by an indefinite duration contract, pending organizational needs and requirements.

The starting salary for a LCH-7 position is EURO 2,253.00 per month (exempt from local taxation) subject to changes as directed by the higher headquarters.

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared)
- 24 annual leave days per calendar year;
- 11 official holidays/floaters per calendar year;
- Enrollment into the host nation social security scheme (premiums covered by HQ EUFOR).

WHO CAN APPLY?

Internal and external candidates who are nationals or permanent legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the application form available on our website <http://www.euforbih.org/index.php/vacancies-a>

We welcome all applications regardless of gender, age, religious beliefs, sexual orientation, ethnicity or national origin. We believe that we can only be stronger as a team with a highly diverse mix of employees.

Only candidates who satisfy the post requirements and have been short-listed for further consideration will be contacted.

Documents should be submitted by email to: vacancies@eufor.europa.eu