



As the United Nations Interim Administration Mission in Kosovo comes to a close, so will the appointments of all current Kosovo Judges and Prosecutors. The creation of a commission to conduct a comprehensive review of all appointments for judicial and prosecutorial positions in Kosovo is mandated by Section 7 of the United Nations Interim Administration Mission in Kosovo Regulation No. 2006/25, which calls for the establishment by a separate Administrative Direction of the Independent Judicial and Prosecutorial Commission. The Kosovo Judicial Council has the responsibility to recruit and select judges (and prosecutors on an interim basis) under Regulation No. 2005/52. Consistent with these obligations, an "Independent Judicial and Prosecutorial Commission" will be established within the Kosovo Judicial Council for the purpose of conducting a comprehensive Kosovo-wide review to vet and select the individuals who will be appointed to serve as judges and prosecutors until the retirement age determined by law in Kosovo. This process will be governed by the provisions of Administrative Direction 2008/2.

The overall objective of the Project is to contribute to the establishment of an independent and professional judiciary and prosecution service to administer Kosovo justice system in a professional and transparent manner, thus building public confidence and trust in the rule of law. To that end, the Project will implement a thorough vetting process to screen and select candidates for appointment as judges and prosecutors. Applicants will be evaluated and selected based on merit, in terms of professional qualifications and experience, as well as professional and personal integrity.

The United Nations Interim Administration Mission in Kosovo and the European Commission and the Government of the United States of America signed on February 25, 2008 a Memorandum of Understanding to implement the Project, which is funded by the European Union for the amount of Euros 5,000,000 and by the Government of United States (U.S State Department, Bureau for International Narcotics and Law Enforcement Affairs (INL), and U.S Department of Justice) for the amount of US Dollars 880,000. The Project will take place under the overall oversight of the United Nations Interim Administration Mission in Kosovo or the competent successor authority.

The United Nations Office for Project Services (UNOPS) has been selected by the Parties as their Implementing Partner.

The project is seeking highly qualified and motivated individuals for the position IT Assistant based in Pristina, Kosovo.

Vacancy Details

Vacancy Code	VA-2008-MKOC-AJP-005
Post Title	IT Assistant
Post Level	Local Individual Contractor Agreement (ICA)
Project	00060620 - Appointment of Judges and Prosecutors in Kosovo
Duty Station	Pristina, Kosovo
Duration	One year, renewable subject to satisfactory performance
Closing Date	22 May 2008

Project Background

The Independent Judicial and Prosecutorial Commission (IJPC) within the Kosovo Judicial Council (KJC), in accordance with its mandate, is responsible for recommending to the Special Representative of the Secretary General or the relevant successor authority, the appointment of all Judges and Prosecutors in Kosovo; the Judges to permanent appointments until the mandatory retirement age. In the first phase, the IJPC will be staffed by international judges and prosecutors. In subsequent phases, local judges and prosecutors will also serve on the IJPC. Its mandate is defined in UNMIK Administrative Direction No. 2008/2; the IJPC is responsible for drafting and adopting Rules of Procedure with respect to the application process and the establishment, composition, and functioning of the IJPC's Evaluation Panels.

The IJPC is assisted in its work by a Secretariat which ensures that all materials required for the professional assessment of prospective candidates are compiled in a thorough and timely manner.

The IJPC Secretariat is composed of the following three units:

- Judicial Vetting Unit;
- Professional Assessment Unit;
- Administration/Finance Unit.

The Judicial Vetting Unit conducts the extra-judicial background vetting of all candidates for the post of Judge or Prosecutor. The Professional Assessment Unit is responsible for compiling the materials required for the assessment of the professional merit of candidates and preparing the candidate files which will form the basis for the assessments conducted by the IJPC Evaluation Panels. The Administration and Finance unit provides the financial and administrative support necessary to maintain the operations of the IJPC.

Duties and Responsibilities

The position is located in the Administration and Finance Unit, Information Technology Services. Under the direct supervision of the IT Specialist, the IT Assistant will assist in the programming, administration and maintenance of information and communication equipment and manage helpdesk operations. The specific duties of the IT Assistant are as follows;

- Manage, maintain and monitor smooth and continuous operation of the ICT equipment and software's, including file, application and print servers, and video conferencing equipment;
- Operate and maintain the Local Area Network (LAN) and Wide Area Network (WAN) systems;
- Install hardware, network connections and cables;
- Code telephone sets PIN codes including monitoring and publishing of telephone bill reports.
- Perform programming of communication equipment such switchboards etc;
- Undertake and/or supervise the cabling work for communication equipment;
- Monitor installations of computer hardware and software for the project
- Receive, test, and install systems and telecommunications hardware;

- Provide hardware and software troubleshooting support to the office, seeking technical advice and support from other information communication technology staff as required;
- Provide assistance to users for email and Desktop access and support standard software;
- Prepare and maintain a comprehensive inventory of all computer, telecommunications equipment and software's in the office and ensuring compliance with registrations and upgrades;
- Provide periodic reports on information communication technology activities;
- Perform other related duties as required.

Required Selection Criteria

Education/Experience/Language/Competencies

- Completion of secondary school required, and additional specialized training in telecommunication and/or computer technology;
- Five years progressive experience in Information Communication Technology systems;
- Good knowledge of LAN/WAN concepts, Windows Networking and MS Office operations
- Fluent in English;
- Ability to identify and solve Information Communication Technology systems problems;
- Good organizational and interpersonal skills. Ability to work systematically and communicate information technology issues both orally and in writing;
- Good knowledge of IT hardware, communication equipment, switchboards and relevant software;
- Ability to work under minimum supervision and attention to details;
- Ability to coordinate, plan and prioritize work, handle pressure from strict deadlines and long hours;
- Ability to work in a multicultural team environment.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), to UNOPS Kosovo Office, via e-mail to vacancieskosovo@unops.org. Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).