



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 Associate based in Pristina, Kosovo.

Vacancy Details

Vacancy Code	VA-2008-MKOC-AJP-004
Post Title	IT Associate
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 unit. Under the direct supervision of the IT Specialist, the IT Associate will be responsible for designing and maintenance of database and other desktop and software database applications.

The specific duties of the IT Associate are as follows:

- Design, develop, test, implement and maintain desktop and web based applications as required by the project;
- Administration and maintenance of MS SQL servers;
- Develop database queries to integrate database and software applications;
- Design, develop and maintain database schemas in SQL Server, working with tables, views, stored procedures, functions, constraints, indexes and triggers;
- Import and transform data into SQL Server or required formats
- Update and maintain software documentation and related technical and procedural manuals;
- Conduct training sessions and demonstrations of the systems and databases for end users;

- Develop and maintain referential integrity constraints to assure accuracy of data.
- Write policies and procedures detailing all aspects of the database development.
- Work with users to define requirements, develop applications, provide training, troubleshoot problems, and assist with change requests.
- Provide periodic reports on development of applications and maintenance of database;
- Perform other related duties as required.

Required Selection Criteria

Education/Experience/Language/Competencies

- Completion of secondary school required, plus training in computer programming or related field. Degree in computer science desirable.
- Five years progressively experience in computer programming and management of databases.
- Good knowledge and minimum five years experience in Visual Basic, ASP, ASP.NET, the whole .NET framework, SQL Server.
- Proficiency in integrating SQL databases into online web pages
- Working experience with Structured Query Language and Server Administration an asset;
- Experience in developing client and server database applications integrating Microsoft.Net environment with Microsoft SQL-Server and Microsoft Internet Information Server;
- Five years experience developing web-based database applications;
- Working knowledge of HTML, VBScript, Java Script And ActiveX Data Object development;
- Advanced knowledge in support of databases on computers and LAN / WAN networks;
- Ability to identify and solve IT and related database systems problems;
- Fluent in both oral and written English
- Good organizational and interpersonal skills. Ability to work systematically and communicate information technology issues both orally and in writing;
- Ability to work under minimum supervision and attention to details;
- Ability to coordinate, plan and prioritize work, handle pressure from strict deadlines and long hour
- Ability to work in a multicultural team.

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).