



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 Specialist based in Pristina, Kosovo.

## Vacancy Details

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Vacancy Code	VA-2008-MKOC-AJP-003
Post Title	IT Specialist
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	05 June 2008

## Project Background

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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

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The position is located in the Administration and Finance Unit, Information Technology Services unit. Under the direct supervision of the Director, IJPC Secretariat, the IT Specialist will be responsible for overall management of all IT project related issues, including supervision of IT unit staff, manage LAN/WAN and Server configurations. The specific duties of the IT Specialist are as follows:

- Manage all ICT services, develop and implement ICT management systems, provides information management tools and technology infrastructure.
- Responsible for review of and advice on the use of new technologies that will enhance the project productivity and promote efficient services-oriented approach.
- Managing of entire project network infrastructure and supervise administration of project LAN (Local Area Network) and WAN (Wide Area Network).
- Configuration, administration, monitoring and maintenance of all servers, incl. Active Directory in MS 2003 Servers and Microsoft Exchange 2003 Server; all network protocols, incl. VPN, DNS and DHCP; MS ISA VPN and MS ISA 2004 Proxy;

- Supervise the designing, development and maintaining of project Web Site and Intranet.
- Manage IT helpdesk in standardized installation of client side Operating Systems and configuration and installation of additional software as per the project requirements.
- Oversee the design, administration and maintenance of the project databases and application (Desktop and Web) development.
- Create IT Policies, monitor GPO (group policy objects) and manage different levels of access rights for all project staff, including Internet access, database access and file servers access.
- Keeping project IT Systems up to date, including up-grades of IT equipment.
- Advise project management on new IT technology i.e software and hardware, different telecommunication solutions, required for execution of project activities
- Perform other tasks as assigned by the supervisor.
- Train project staff as required in the area of IT Systems, applications, database etc.
- Manage and supervise the maintenance of IT inventory, telecommunications equipment and software's in the office and ensuring compliance with registrations and upgrades.

## **Required Selection Criteria**

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### **Education/Experience/Language/Competencies**

- University Degree in Computer Science or equivalent;
- Minimum five years of relevant work experience;
- Certification from Microsoft or Cisco is an asset;
- Professional experience in managing MS Windows 2000/2003, MS ISA 2004 servers, MS Exchange Server 2003 and configuration of Cisco routers, in addition to Ethernet networks configuration, TCP/IP, IP addressing, structured cabling and VPN through MS ISA 2004 or Cisco;
- Proven relevant working experience, including multiethnic and international working environments;
- Three to five years proven management experience of an IT department/unit
- Excellent working knowledge of IT systems, programming, network administration and database management;
- Excellent management and organizational skills;
- Fluency in English;
- Ability to pursue high standards of work and to be organized and effective;
- Ability to take initiative, prioritize, supervise and coordinate work, handle pressure from strict deadlines;
- Advanced knowledge in support of databases on computers and LAN / WAN networks;

## **Submission of Applications**

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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](mailto:vacancieskosovo@unops.org). Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).