

## Ćirić, Emina

Nominee of **Bosnia and Herzegovina** for election to the Committee on Budget and Finance of the International Criminal Court.

### Curriculum vitae

Emina Ćirić

*First and last name:* Emina Ćirić  
*Place and Date of Birth:* Travnik, 08 January 1975  
*Citizenship:* Bosnia and Herzegovina

#### Education

Faculty of Law, University of Sarajevo, Sarajevo, Bosnia and Herzegovina  
Period of study: 1996 to 1999  
Candidate for Masters Degree, University of Sarajevo, Faculty of Law

#### Further training and seminars

- Seminars – ICT trainings
- Expert Exam for Officers of Administrative Bodies and Administrative Services
- Manager of the quality system ISO 9001: 2000

#### Work experience

2009 – today                      Ministry of Finance and Treasury of Bosnia and Herzegovina  
Senior Advisor for Legal Affairs in the Budget Sector

- Performance of the most complex tasks that require high level of expertise, responsibility and independence;
- Preparation of laws, other regulations and general acts within the scope of the Sector operations, giving opinions, proposals and participation in the preparation of information, analytical and other materials relevant for the budget;
- Preparation of opinions on drafts and proposals of international agreements, treaties and conventions, laws, decisions, regulations, information and other acts of the Council of Ministers of Bosnia and Herzegovina in relation to financial aspects of their implementation;
- Preparation of various correspondence within the scope of operational activities of the Ministry of Finance, in particular the Sector for Budget;
- Giving legal opinions relating to the legal regulations in the area of budget;
- Participation in multidisciplinary working groups and preparation of materials relevant for the competence of several ministries and the general systemic issues;
- Participation in the working groups and committees in the Ministry of Finance and other departments.

2005 - 2009                      Institute for Control of Medications of the Federation of Bosnia and Herzegovina  
Lawyer/Legal Expert

- Monitoring the legislation in the field of drug safety, (National, EU, ICH);

- Responsible for implementation of legal obligations from aspects of legal, personnel and general affairs;
- Monitoring and analysis of regulations in the health sector, particularly in the area of manufacturing, quality control and distribution of medicines for consumption;
- Advise and provide comments on laws and regulations on medicines and other laws relevant for the competence of the Institute, both in drafts and amendments;
- Office management and archiving;
- Preparing contracts and agreements regulating business relationships with third parties, as well as other documents to be sent to the competent authorities, institutions and other legal entities;
- Development and preparation for consideration and adoption of the Statute of the Institute, the Rules of Procedure and other general acts passed by the Governing Council and Director of the Institute;
- Developing internal control procedures;
- Developing work plans and reports;
- Ensuring the legality of work: organization and implementation of the laws and regulations by the Institute;
- Monitoring and active participation in public procurement of materials and equipment;
- Responsibility for the lawful work of the Governing Council of the Institute.

2000 - 2005                      Hidrogradnja Inc. Sarajevo  
   Lawyer/Legal Adviser

- Legislative Affairs (participation in the drafting of normative acts)
- Tasks in the field of labour law
- Property Issues (resolution of legal affairs in all segments of society)
- Contracts (preparation and drafting different types of contracts)

*Additional engagement*

- Member of the Commission for the implementation of activities related to the harmonization of the status of the company with the Companies Law
- Member of the Institute for Drug Control of the Federation of Bosnia and Herzegovina
- Member of the Expert Team for development of a comprehensive proposal regarding the application and implementation of the Agreement on the status of forces (NATO PfP SOFA)

*Computer skills:*

- MS Office (Word, Excel, PowerPoint, Outlook, Office), Adobe Acrobat, Internet Explorer, Outlook Express

*Foreign languages*

English (active)

Reading	Very good
Writing	Very good
Verbal skills	Very good
Njamacki (passive)	
Reading	Very good
Writing	Very good
Verbal skills	Good

*Other skills*

- communication skills
- teamwork
- flexibility
- organizational skills
- forcefulness
- dynamism
- willingness on both quality and efficiency in performing multiple tasks

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