

JUDICIAL SERVICE ADMINISTRATION			
JOB DESCRIPTION			
POSITION DATA			
Title: Assistant Registrar		Organisation: Magistrates Court	
Employee: TBC		Classification Level's: GSS 4.3	
Reports to: Chief Magistrate, Chief Registrar, Chief Justice		Annual Salary: VT 1,560,200	
Location; Port Vila		Type of Appointment: Permanent	
Position Summary			
It is the responsibility of the Assistant Registrar to assist the Chief Magistrate to Administer the Administration of the Magistrate Court, supervise staff, oversees the Magistrate court Registry. It is the responsibility of the Assistant Registrar to Maintain and keep proper report of all Court proceedings and to ensure are carried out effectively and efficiently.			
Key Results Areas(KRA):		Key Performance Indicator (KPI):	
1	Administration of Magistrate Court	1	<ul style="list-style-type: none">- All administration issues are addressed- Ensure to Submit Monthly and Annual report- Adequate office Equipment for all Employees- Ensure all staffing issues are report to superior and addressed
2	Court Registry	2	<ul style="list-style-type: none">- Ensure all court cases are registered and updated- Visual files is always update
3	Court Tours	3	<ul style="list-style-type: none">- All Court tours are carried out successfully
Key Tasks :-			
<ul style="list-style-type: none">• Filing, registration and listing of cases• Allocation of cases to Magistrates• Managing the Magistrate Courts Stationary• Administer the oaths for Court documents• Assisting Magistrate with Submission for Court tours• Managing the Magistrate Courts standing imprest• Supervising Magistrate Court Staff• Responding to correspondence• Assisting in Trainings• Retrieving of files• Any tasked assigned by CR, CM or the Chief justice			
Additional Task			
<ul style="list-style-type: none">• Complete all Magistrate cases in the system and re-open them when requested by Staff• Scanning of all Court document and new Cases in Visual files• Drag and drop all scanning documents to appropriate file in the system• Checking and following up Listings of all secretaries in all courts			

- Registration of new cases and complete cases for all courts
- Managing the case management system in Magistrate courts
- Involve in HOD decision making

Projects and Goal's To achieve

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- The Assistant Registrar must have a formal qualification or an appropriate advance tertiary Education, Public relation or related discipline to perform the duties of the position.

PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY

To undertake this Position as the Assistant Registrar, you need to meet the following requirements:-

1. Good Administration and Management Skills
2. Excellent Supervision skills
3. Good Secretarial skills
4. Good Leadership skills
5. Must Understand French, English and Bislama
6. Computer Literate with Microsoft Excel and Word Skills
7. Demonstrate Understanding of Management of Cases
8. Good interpersonal and Public Relation skills
9. Must be able to work in a team and Meet deadlines
10. Trustworthy, Reliable, honest, and of good behaviour

WORKING ENVIROMENT

As an employee of the Judicial Services Commission you will be required to

- Actively participate in the Judicial services performance approval program
- Comply with and contribute to meeting workplace and policy requirements
- Maintain the ethical and behavioural standards outlined in the Judicial services staff Manual

You may be required to:

- Undertake Locally or overseas travel ,which necessitate overnight absences
- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on judicial services needs

SPECIAL CONDITIONS

The following special conditions apply to this Position

- Appointment is under the Judicial Services and Courts Act of 2000,
- Terms and conditions of employment are governed by the Judicial Services and Courts Act 2000 and statutory orders
- May be directed to work in any islands of Vanuatu
- Actively participate in the Judicial services performance appraisal program

JOB AND PERSON PROFILE APPROVAL

Prepared By HRO

Mrs Alice Smith Hinge..... Date: ____/____/____

Approved By the Chief Registrar

Mr. JOEL SHEMI..... Date: ____/____/____

Acknowledged By Employee..... Date: ____/____/____

Assistant Registrar of the Magistrate Court