

JUDICIAL SERVICE ADMINISTRATION			
JOB DESCRIPTION			
POSITION DATA			
Title: Secretary to Judge		Organisation: Judiciary	
Post Number: TBC		Court: Supreme Court	
Reports to: Chief Registrar		Classification Level's: GSS 4.1	
Location: Port Vila		Annual Salary: VT1,400,000	
		Type of Appointment: Permanent	
Position Summary			
It is the responsibility of the Secretary to the Judge to provide service to Court Users and secretarial support to the Judge in his/her court, chamber, and update court records manually, electronically, including court diaries.			
Key Result Areas (KRA):		Key Performance Indicator (KPI)	
1.	Customer Services	3	1.1 Serve customer with courtesy 1.2 Ensure customer's need is address 1.3 Ensure correct information is given to customer
2.	Record	13	2.1 Ensuring Court incoming documents must be up to date into physical files for both criminal and civil cases 2.2 Ensure invoices are issued and fees paid 2.3 Ensure records of files and other court documents is consistent with file index and CMS. 2.4 Ensure listing date are up-dated into the case management system in timely manner. 2.5 Ensure all incoming and outgoing emails from lawyers and parties relating cases are to save in each case files and in CMS. 2.6 Prepare sworn statement of service (for documents to be served on lawyers or parties by sheriff). 2.7 Ensure court notices are up-dated in the case management system and dispatched. 2.8 Ensure Scanning of orders/minutes/ Judgement and all court documents are drop into appropriate files in CMS. 2.9 Ensure process of finalization are properly met and file is return to registry 2 days after finalization. 2.10 Inform Chief Registrar of out-comes of hearings of cases of Public Interest

			2.11 Ensure accused get invoice of payment of fine in criminal matters 2.12 Follow up on payment of fine in Civil cases and criminal cases until completion. 2.13 Send Judgements and/final orders to Pauline for publication on Paclii (only when instructed by Chief Justice or Judge). 2.14 Assist registry in filing of documents and create new case when Registry Officer are late or absent. 2.15 Assist in filing front desk
3.	Support	11	3.1 Ensure file for next day is placed before the Judge a day before hearing 3.2 Follow up with Judge for cases that needs a future listing date and in judgment reserve. 3.3 Service of court notices, orders, extended warrants and other documents issued by the court must be served to parties concerned immediately. 3.4 Submission for Court Tour must be submitted to the office of Chief Registrar a month before the travelling date. 3.5 Be responsible for all logistics arrangements before, during and after a tour. 3.6 Be able to convey good information to Judge, Parties and other court officers. 3.7 Judge listing in diary, and court room diary is always updated 3.8 Assisting other Judges on court tours when secretary is not available 3.9 Any duties directed or required by the Judge; Chief Registrar must be within JD if not responsibility allowance should be given. 3.10 To assist Judge during the Court of Appeal 3.11 Assist with Officiating court document as commissioner of oaths (where appointed as commissioner of oaths). 3.12 Assist with officiating citizenship oath, certification of documents, mortgage
4.	Clerkship	7	4.1 Ensure the court is arranged and parties are in court before the Judge hearing starts. 4.2 Ensure all appropriate files are placed before the Judge before the hearing.

			4.3 Give correct information to parties before and after the court hearing on court formalities and ensure maintaining court room decorum during proceedings. 4.4 In criminal cases read charges loud and clear to ensure the defendant clearly understands the laid charge. 4.5 Arrange translator when required before hearing of cases 4.6 Ensure arrangements for video-conference hearings 4.7 Ensure all typing support towards the Judge Office have no errors and meet dead-lines.
5.	Report	3	5.1 Report of tour must be submitted to the office of Chief Registrar 3 days after the tour. 5.2 Where a training is attended or on behalf of the court, a report must be submitted to the office of the Chief Registrar 3 days after the training completed. 5.3 Ensure record on physical file are correspondent to CMS and provide report to Chief Registrar at the end of each month.

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- The secretary to the Judge must have a Senior Leaving Certificate to perform the duties of the position; 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 Secretary to Judge, you need to meet the following requirements:-

1. Excellent Secretarial Skills
2. Good Filing Skills
3. Must Understand English or French and Bislama
4. Computer Literate with Microsoft Excel and Word Skills
5. Demonstrate Understanding of Management of Cases
6. Good interpersonal and Public Relation skills
7. Must be able to work in a team and Meet deadlines
8. Honesty, reliable and of good character

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

Reviewed By HRO (March 2026)

Mrs Alice Smith Hinge Date: ____/____/____

Approved By the Chief Registrar

Mr. JOEL SHEMI Date: ____/____/____

Acknowledged By Employee Date: ____/____/____

Secretary to Judge