

## JUDICIAL SERVICE ADMINISTRATION

### JOB DESCRIPTION

#### POSITION DATA

Title: <b>Assistant Registrar</b>	Organisation: <b>Magistrates Court</b>	
Employee:	Classification Level's: <b>GS 4.1 VT 1,195, 500</b>	
Reports to: <b>Chief Magistrate and Chief Registrar</b>		
Location; <b>Luganville, Santo</b>	Type of Appointment: <b>Permanent</b>	

#### 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 records of all court proceedings and to ensure all tasks 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"><li>- All administration issues are addressed</li><li>- Adequate office Equipment for all Employees</li><li>- Ensure all staffing issues are report to superior and addressed</li></ul>
2	Court Registry	2	<ul style="list-style-type: none"><li>- Ensure all court cases are registered and updated</li><li>- Visual files is always updated</li></ul>
3	Court Tours	3	<ul style="list-style-type: none"><li>- All court tours are carried out successfully</li></ul>
4	Report	4	<ul style="list-style-type: none"><li>- Ensure monthly report is submitted</li><li>- Highlighting all activities of court, the successes and challenges</li></ul>

#### Key Tasks :-

- Registration, filing 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
- Help identify training needs
- Retrieving of files
- 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 CMS

- Provide monthly reports
- Any tasked assigned by CR, CM or the Chief justice

#### **Additional Task**

- Registration of new cases and complete cases for outer Island Magistrate courts when the need arises
- Be involve in HOD decision making
- May assist in Trainings

#### **Projects and Goals 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

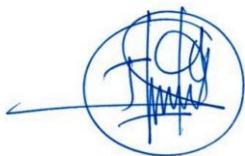
The following special conditions apply to this Position

- 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

Acknowledged By Employee ..... Date:

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Assistant Registrar of the Magistrate Court



Approved By the Chief Registrar

**Mr. JOEL SHEMI** .....

Date: 9 March 2020

Prepared By HRO

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Date