



VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Deputy Chief Registrar** within the Eastern Caribbean Supreme Court.

JOB DESCRIPTION

JOB TITLE : Deputy Chief Registrar
REPORTS TO : Chief Registrar
SUPERVISES : Case Managers
CLASSIFICATION : MPP- 6

A. DUTIES AND TASKS

1. Liaises with members of the Legal Profession and other stakeholders on Court related matters.
2. Signs Notices, Orders, and Certificates of Result on applications and appeals.
3. Carries out legal research and drafts judgments for the Chief Justice and when required other Judges as necessary.
4. Liaises with the Court Offices throughout the Member States and Territories under the Court's jurisdiction on compliance with rules of procedure and administrative directions.
5. Ensures that the relevant reports and case flow information are produced and circulated to the relevant persons according to the established procedures and guidelines.
6. Manages the overall operations of the Court of Appeal Registry.
7. Liaises with the Chief Registrar on matters relating to the Court of Appeal Registry functions which may require discussion.

8. Liaises with High Court Registrars and Court of Appeal Clerks in the Member States and Territories under the Court's jurisdiction on matters relating to Appeals when necessary.
9. Responds to all incoming emails and letters relating to the work of the Registry.
10. Assists with the Conduct of Case Management Conferences.
11. Identifies long-term and short-term needs including the determination of equipment and staffing needs in consultation with the Senior Case Manager.
12. Develops background information to support budget requests relating to the Court of Appeal Registry and assists the Chief Registrar with the preparation of the budget submission.
13. Assists the Chief Registrar with preparation of Court Schedules.
14. Assists the Chief Registrar in the policy and procedures formulation for the ECSC.
15. Liaises with the Chief Justice, Justices of Appeal, Chief Registrar and Senior Case Manager on Court of Appeal Registry matters.
16. Reports to the Chief Registrar on a weekly basis on the performance of the Court of Appeal Registry and on any other matters which may require attention and discussion.
17. Assists the Chief Registrar with the Court protocol functions.
18. Ensures that all arrangements for the Court of Appeal Sittings in Saint Lucia are in place, including sending relevant notices to the Government Printery, Correctional Facility, Police Commissioner for provision of Gazetted Officers and for the provision of meals for the Sitting.
19. Assists in the preparation of Draft Orders for review by the Chief Justice or Justices of Appeal.
20. Assists the Chief Registrar with any of the functions of that office as and when required.
21. Any other related duties as may be assigned from time to time

B. SKILLS, KNOWLEDGE AND ABILITIES

1. A sound working knowledge of administration practices and procedures.
2. Ability to interpret, apply, administer and enforce laws.
3. Familiarisation with civil and criminal practice and procedures of the Rules of the Eastern Caribbean Supreme Court.
4. A sound working knowledge of information technology applications.
5. Demonstrated supervisory management ability.
6. Demonstrated ability to communicate effectively both orally and in writing.

C. QUALIFICATIONS AND EXPERIENCE

Qualifications and skills must include the following:

1. A Bachelor's Degree in Law.
2. A Legal Education Certificate or equivalent professional qualification recognised in Saint Lucia.
3. Five (5) years prior relevant working experience in a similar environment.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, West Indies

To arrive no later than **Friday, 6th December 2019**.

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.