

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Land Registrar	
<b>Level and Salary:</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Office of the Prime Minister	Judiciary
<b>Location:</b>	Judiciary Head-office Funafuti	
<b>Reports to:</b>	Senior Magistrate	

### JOB PURPOSE

To manage the general administration of Land Appeal cases, from all Magistrate Courts, throughout Tuvalu.

### KEY RESPONSIBILITIES

1. Manage receiving and filing of land appeal cases in Tuvalu
2. Manage records and movements of Lands Appeal cases
3. Have a good land management appeal system
4. Manage the administration of Lands Appeals documents
5. Coordinate and prepare monthly and quarterly reports of land appeal cases
6. Other duties the Senior Magistrate, may from time to time prescribe

### MAIN DUTIES

- 1.1 File and or register Lands Appeal cases once they are received
- 1.2 Maintain a List of Lands Appeal Cases for each of the islands of Tuvalu
- 1.3 Make sure Lands Appeal documents are thoroughly checked to be in order
- 1.4 Maintain a Lands Appeal Cases updated List all the time
- 1.5 Maintain a Court running List of Lands Appeal cases
- 1.6 Serve minutes and decisions to parties within one month after the Lands Appeal cases proceedings, or at any earlier dates once they are printed, signed and published.
- 2.3 Ensure decisions are enforced within time prescribed by the court
- 2.4 Draft and issue any warrant or order as may be required to enforce court decisions
- 3.1 Ensure cases are disposed within 3 months unless there are exceptional reasons to the contrary
- 4.1 Prepare copies of cases for appeals where necessary to the Senior Magistrate Court

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5.1 Prepare and submit quarterly reports of land appeal cases to the Senior Magistrate

6.1 Perform any other duties the Senior Magistrate may from time to time prescribe

### **MANDATORY REQUIREMENT**

1. Certificate in law or Tertiary qualification.
2. A good magistrate court working experience in clerical and registration of cases for a minimum of 3 years

### **DESIREABLE REQUIREMENT**

Good communication skills in spoken and written English and Tuvalu languages

Good level of attention to details and accuracy

Good time management skills

Good multi-tasking and organizing skills