

Government of Tuvalu – Job Description



Position Title:	Registrar of the High Court	
Level and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Justice, Communication & Foreign Affairs	Office of the Judiciary
Location:	Funafuti	
Reports to:	Chief Justice	

JOB PURPOSE:

To manage and supervise the High Court Registry and assist with the administration and supervision of the Registry of the Magistrate Court.

KEY RESPONSIBILITIES:

1. To manage and supervise the Court Registry
2. To train and supervise the Court Registry Staff
3. To manage the judge's Case List, ensure the courts are available for the Judges sittings.
4. To keep and manage court records, draw up orders issued by judges, keep and safeguard the Seals of the Courts, ensure pleadings are in order, ensure court decisions are enforced, responsible for all communication from the court to parties in cases and others, and generally to assist judges and other judicial officers
5. To assist in the planning, development and improvement of the Judiciary and the effective and efficient delivery of justice by the Courts.

MAIN DUTIES AND OUTCOMES:

- 1.1 To coordinate and manage the case lists and proceedings of High Court
- 1.2 To facilitate for the smooth discharge of responsibilities of the court officers of the High Court
- 2.1 To assist in the development and provision of training modules and mentoring for court officers including full participation in ensuring for an efficient team to support the work of the courts.
- 2.2 Supervise and monitor performance of relevant court officer
- 3.1 Liaise and work closely with the judges of the High Court and other superior courts on necessary requirements and needs of the judicial officers in discharging duties.

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3.2 Work closely with officers in the Office of the Judiciary in maintain a proper assignment of courtroom allocation and work space.

4.1 Facilitate and manage operation of courts proceedings and ensure for proper enforcement of the orders of the courts.

4.2 Assist in coordination of communication between the High Court and the relevant parties, members of public seeking assistance from the office.

5.1 Provide support and contribute to the development of work plan, budget and relevant proposal on behalf of the office and courts.

5.2 Provide further professional support where necessary and relevant on behalf of the courts.

MANDATORY REQUIREMENTS:

Degree in Law, and Have practiced law for 2 years, and Have 2 years' experience in managing a Court Registry System or Legal Office

DESIRABLE REQUIREMENTS:

Sound Management/Administration background to support taxing-master role of the Registrar. Sound knowledge of court Registry operations, administration, organization, procedures, protocol and management practices.

Ability to collect and compile standard statistical data using core Court performance tools.

Ability to multi-task and function effectively in a fast paced and demanding environment.

Ability to work in a multi-cultural environment with sensitivity and respect for diversity.

Ability to share and administer suitable time management skills.

Excellent interpersonal, communication (oral and written) and presentation skills.

Excellent customer service orientation.

Must have a high level of energy and drive.

High Level attention to detail and accuracy.

Good computer and database skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

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It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.