



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 376
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15th November, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the **Manchester Family Court, Court Administration Division**:

1. **Senior Court Administrator (GMG/CAS 2) - (Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Social Worker (SWG/PS 2) – (Vacant)**, salary range \$1,147,014 - \$1,363,439 per annum and any allowance(s) attached to the post.
3. **Accounting Technician 3 (FMG/AT 3) - (Vacant)**, salary range \$1,145,418 - \$1,361,737 per annum and any allowance(s) attached to the post.
4. **Judge's Orderly (LMO/TS 2) – (Vacant)**, salary range \$9,860 – \$11,156 per week.

1. Senior Court Administrator (GMG/CAS 2)

Job Purpose

Under the direction of the Senior Parish Judge, the incumbent is responsible for the general management of the Court and exercise this responsibility by overseeing and controlling all non-legal operations of the Family Court, whilst maintaining a positive relationship with the users of the Court.

Key Responsibilities

- Develops and leads the implementation of the Operational Plan for the Court in consultation with the Senior Parish Judge and Parish Judge;
- Leads the development of the estimates of expenditure for the Court in consultation with the Senior Parish Judge and other relevant officers;
- Leads the planning and implementation of new management and operational initiatives developed for use in the Court;
- Directs and co-ordinates the financial and Budget activities of the Court for maximum operational efficiency
- Manages Imprest in respect to Petty Cash, Stamp Imprest and maintenance allocated to the Courts;
- Supervises the preparation of all cash transactions conducted by the Courts and ensures that they are accurately entered in the Ledgers, Cash Books and Value Books;
- Supervises the preparation and completion of Commitment Registers to ensure the accuracy of records of the commitments;
- Ensures the proper security and control of all collections, disbursements and lodgements of all monies paid to the Courts;
- Establishes systems to identify and prevent a recurrence of breaches identified from Audit Queries in consultation with the Senior Parish Judge;
- Prepares responses to Audit queries;
- Oversees the preparation, security and controls all personnel and leave records of all legal and non-legal staff attached to the Court in that Parish;
- Liaises with the Senior Parish Judge, Parish Judge, Clerks of Court and Deputy Clerk of Courts to create staff schedule for Court assignments;
- Oversees the maintenance of the Courts, offices and grounds; ensuring that the aesthetics of these areas are maintained;
- Reviews and certifies invoices/quotations for maintenance work for compliance with Government Procurement guidelines;
- Ensures that regular security inspections of facilities are conducted;
- Ensures that the Court have adequate stationery, Court forms, Court Dairies, Court Sheets and working equipment at all times;

- Establishes and maintains proper inventory records of all furniture and equipment and all other items which are the property of the Court;
- Maintains a schedule for retention and disposal of all records of the Court by identifying records that should be destroyed or preserved in accordance with the retention period prescribed by law on the advice that the Senior Parish Judge and Clerk of Courts;
- Institutes and maintains a proper system of cataloguing files and records for the Court in order to ensure security and ready access to information contained in those documents;
- Ensures that all Customer/Stakeholders complaints are investigated and resolved or referred to Clerks of Courts where problem is legal in nature;
- Provides general information to the public and ensures that requests and complaints are dealt with.
- Maintains and updates Court statistics in respect of filing and disposition of cases, Court Calendars and Court Records;
- Prepares certificate for all appeals filed and forward to the Court of Appeal for registration in a timely manner;
- Consults with the Senior Parish Judge and Clerk of Courts for an annual Court fixture and submits to the Judicial Secretary and Chief Court Administrator for publication in the Jamaica Gazette;
- Prepares Quarterly Reports of all business done in the Courts for submission to CAD, Judicial Secretary and MOJ.

Human Resource Management:

- Monitors and evaluates the performance of non-legal staff;
- Conducts Performance Appraisals and recommends, and /or initiates corrective actions where necessary to improve performance, and /or attaining established personnel and/or organizational goals;
- Participates in the recruitment of staff for the Court in collaboration with Court Administrative Division and the Senior Parish Judge;
- Develops and implements a Succession Planning Programme for the Court to facilitate continuity and the availability of required skills and competencies to meet the needs of the Court in collaboration with the Senior Resident Magistrate and Human Resource Division;
- Provides leadership and guidance to non-judicial staff through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Court Office are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Parish Court and Judiciary goal;
- Keeps abreast of trends and changes in planning and policy development and make recommendations for their adoption where necessary to enhance the Ministry's planning and policy development functions;
- Performs any other related duties as assigned by the Senior Parish Judge

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Customer and quality focus
- Teamwork and Cooperation
- Goal and Results oriented
- Compliance
- Planning and Organizing
- Adaptability
- Interpersonal skills
- Good oral and written communication
- Initiative

Technical Skills:

- Excellent knowledge of Government's Human Resource policies and procedures;
- Excellent knowledge of Government's Records Management practices
- Good knowledge of Government Procurement guidelines;
- Good Knowledge of the Child Care and Protection Act
- Good Knowledge of the Legal Guardianship and Custody Act
- Good Knowledge of the Maintenance Act
- Good knowledge of the Judicature (Family Court) Act;
- Sound understanding of budgets and financial controls;

Minimum Required Qualification and Experience

- First Degree in Management Studies/Public Administration/Human Resource Management or Social Work from an accredited Institution with;
- Diploma in Paralegal studies would be an asset.
- At least five (5) years work experience at the management level;

2. Social Worker (SWG/PS 2)

Job Purpose

Under the supervision of the Senior Social Worker, the incumbent offers guidance and counselling to clientele/child who enters the Court System and assists them in obtaining/sourcing services offered by Government entities such as education, medical/psychological treatment and/or social services.

Key Responsibilities

- Interviews and assesses clientele/child and caregivers to determine social, medical, educational and psychological needs;
- Designs intervention programmes to satisfy group and individual needs;
- Liaises with external agencies to provide support and assistance to clientele/child (e.g. psychological, medical or social);
- Liaises with members of staff to assess students'/child's progress;
- Creates and updates personal records clientele/child;
- Maintains Admission Register of clientele/child;
- Conducts regular group and individual Counselling Sessions;
- Organizes sessions in conjunction with external agencies to inform and educate clientele/child;
- Confers with family members to assess and provide counselling to family and clientele/child;
- Performs any other related duties.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Customer and quality focus
- Teamwork and Co-operation
- Goal and Results oriented
- Compliance
- Planning and Organizing
- Adaptability
- Interpersonal skills
- Good oral and written communication
- Initiative

Technical:

- Knowledge of counselling and intervention theories and practices;
- Knowledge of principles and techniques of child learning and development
- Knowledge of applicable procedures, policies and legislation/laws;

Minimum Required Qualification and Experience

- Bachelor of Science Degree from an accredited Tertiary Institution in Psychology/Counselling/Social Work with at least one (1) year experience in a similar position.

3. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Under the supervision of the Senior Court Administrator, the incumbent is responsible for taking charge of, and keeping an account of all fines payable or paid into the Courts and of all money paid into or out of the Court, records all accounting transactions in the prescribes books/ledgers.

Key Responsibilities

- Establishes and maintains accurate records for all accounting records of the Court;
- Collects, records and secures monies for Fines, Miscellaneous Revenue, DNA, and Maintenance payment and issues receipts;
- Mark-offs Court sheets for fines collected and ensures that all transactions receipt numbers are entered in Court Sheet;
- Prepares Suitors and Maintenance cheques for issuance;
- Checks Court Sheets for payments and amount outstanding for commitment to be written;
- Prepares lodgements for dispatch by Armguard personnel;
- Prepares Bank Reconciliation for Suitors and maintenance accounts on a monthly basis;
- Prepares summaries on a monthly basis for Fines, Miscellaneous Revenue and DNA;
- Maintains Stamp Imprest, Maintenance Imprest, Petty Cash Imprest and updates these books;
- Prepares reimbursement for the Imprests;
- Supervises the work of direct report;
- Provides training and coaching to officer assigned to the Accounting Unit of the Court;
- Disburses pay slips to Staff;
- Answers queries from the general public regarding Court procedures, Court appearances, Court dates, adjournments and outstanding Warrants;
- Performs Accounting duties in the Night Court;
- Performs any other related duties assigned by supervisor.

Human Resource Management

- Monitors and evaluates the performance of the Accounting Clerk;
- Prepares Performance Appraisals and recommends and/or initiates corrective action where necessary;
- Provides leadership and guidance to the Accounting Clerk through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of a teamwork, employee empowerment and commitment to the Family Court;
- Participates in training seminars for capacity building.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Customer and quality focus
- Teamwork and Cooperation
- Goal and Results oriented
- Compliance
- Planning and Organizing
- Adaptability
- Interpersonal skills
- Good oral and written communication
- Initiative

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

4. Judge's Orderly (LMO/TS 2)

Job Purpose

The incumbent provides support to the Senior/Parish Judge in the performance of their official duties.

Key Responsibilities

- Escorts the Senior/Parish Judge to and from Court;
- Runs errands for the Senior/Parish Judge;
- Makes photocopies of documents needed in Court;
- Retrieves legal material from Library;
- Carries the Senior/Parish Judge, notes and briefcase to and from Chambers;
- Assists with the robing of the Senior/Parish Judge;
- Performs other duties as assigned.

Required Knowledge, Skills and Competencies

Technical

- Knowledge of office practices and procedures
- Good oral and written communication skills
- Excellent customer relations and interpersonal relationship building skills

Core

- Ability to work in teams
- Time management skills
- Ability to use Initiative
- Ability to exercise a high level of Integrity and confidentiality

Minimum Required Qualification and Experience

Secondary school leaving certificate

Applications accompanied by résumés should be submitted **no later than Thursday, 18th November, 2021 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5.**

Email: kadine.lobban@cad.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**