



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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29th July, 2022

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 **vacant** post of **Case Progression Officer (GMG/AM 4)**, in the **Supreme Court, Court Administration Division**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Case Co-ordination & Court Operations, the Case Progression Officer (GMG/AM 4), will proactively drive forward the effective and efficient progress of cases to a successful conclusion. Reduce adjournments, unnecessary witness attendance at court, and the number of ineffective trials, ensuring all cases are ready to proceed at the earliest Court Hearing date.

Key Responsibilities

Technical/Professional

- Liaises with key stakeholders in the Justice System ensuring readiness of all stakeholders for the case to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness is confirmed to attend Court;
- Liaises with Counsel, Witness, Police, Defence and Court Staff attending case conferences;
- Manages incoming communications and facilitate timely response and action required are completed expeditiously;
- Arranges Pre-trial hearing;
- Presents unresolved matters at the Plea and Case Management Hearing for resolution;
- Provides updates to the Court on any matters which may affect the Case Progression;
- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Tracks cases to ensure papers are prepared and served within agreed time frame;
- Implements, reviews and maintains systems to enable prioritization of cases ensuring proactive and effective case progression;
- Ensures all Trial Files are reviewed in advance of the trial date to ensure trial readiness checks are completed and communicated to the Courts;
- Ensures all Special Category Cases are flagged, captured and tracked for progress;
- Reviews case progression processes;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Knowledge of Court/Judicial procedures
- Knowledge of the Supreme Court Act and other relevant legislation;
- Excellent oral and written communication skills
- Good research skills

- Good organizational and time management skills
- Excellent interpersonal relations skills;
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work with all kinds of clients
- Ability to pay attention to detail
- Ability to work under pressure and meet deadlines
- Proficient in the use of relevant Computer Applications;
- Ability to use initiative.

Minimum Required Qualification and Experience

- First Degree Humanities and Education or Social Science;
- Training in paralegal studies (an asset);
- Minimum of three (3) years experience in legal environment, one (1) of these should be in a supervisory position in an organisation of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Friday, 12th August, 2022 to:**

**Senior Human Resource Officer
Human Resource Department
Supreme Court
King Street
Kingston.**

Email: hrd@supremecourt.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.



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