



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 337**  
**OSC Ref. C. 5849<sup>12</sup>**

**3<sup>rd</sup> August, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Deputy Registrar (JLG/LO 4) – (Not Vacant)** in the **Court of Appeal**, salary range \$6,820,237– \$9,127,509 per annum.

### **Job Purpose**

Under the direction of the Registrar, the incumbent assists with the legal and administrative activities of the Court ensuring compliance with the laws, rules and regulations governing the Court of Appeal, enabling it to achieve its Mission and Mandate.

### **Key Responsibilities**

#### ***Management and Administrative***

- Assists the Registrar in the development and implementation of the Court of Appeal Corporate and Operational/Work Plans;
- Participates in the implementation and review of policies and procedures to guide the operations of the Court of Appeal Registry;
- Assists the Registrar in the monitoring and maintenance of the Court of Appeal Website;
- Represents the Court of Appeal at meetings, conferences, orientation exercises and other affairs, as required.

#### ***Legal and Technical***

- Assists the Registrar in managing the Court's business processes, Information Systems and Records Management Systems;
- Manages the Court's Case Management Processes by reviewing and forwarding paper applications, files for Case Management and transcripts of criminal proceedings to the Judges of Appeal;
- Oversees the processing of new appeals to ensure compliance with the relevant rules and legislation;
- Issues registry reminders, Default Notices and requisitions to parties regarding compliance with the relevant laws, rules, directions and orders;
- Prepares matters to be listed and attends Court for the Registrar's Report and issues notifications to parties of the results of the Registrar's Report;
- Issues notifications to the relevant parties and/or authorities of abandonment of appeals in criminal matters and withdrawal of appeals in civil matters;
- Assists in scheduling of matters before the Court;
- Issues notices for the hearing of appeals, motions, applications and Case Management conferences;
- Processes bail documents and issues the relevant forms to/and liaises with the relevant Authorities;
- Presides over the settling of/and certifies the records of appeal for dispatch to the Privy Council;
- Perfects formal orders and judgments of the Court of Appeal;
- Issues notifications to the parties and the relevant authorities regarding the results of appeals;
- Reviews and perfects default costs certificates;
- Responds to written and verbal queries/requests/communication from attorneys, parties, correctional and other institutions, and the general public;
- Assists in editing, reproducing and publishing of Court of Appeal Judgments, memoranda of reasons, endorsements and other publications of the court;
- Assists the Registrar in settling the Weekly Cause and Hearing lists;
- Assists the Registrar to assign matters to the President and Judges of the Appeal;
- Assists the Registrar to implement the directives and orders of the Court;
- Performs other duties as assigned by the President and the Registrar.

***Human Resource Management-***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personnel and/or organizational goals;
- Participates in the recruitment of staff for the Court of Appeal, in the absence of the Registrar, and makes recommendations in accordance with established Human Resource policies and procedures;
- Participates in the development and implementation of a Succession Planning Programme for the Court of Appeal to facilitate continuity and the availability of required skills and competencies to meet the needs of the Court of Appeal;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of the laws, rules and regulations which affect practice in the courts of Jamaica and other relevant jurisdictions;
- Excellent knowledge of the court's objectives;
- Excellent leadership and management skills;
- Excellent planning and problem solving skills;
- Excellent communication skills;
- Excellent time management skills;
- Ability to analyse and interpret legal documents;
- Ability to use initiative;
- Sound research and analytical skills;
- Good interpersonal and people management skills;
- Ability to work in a team;
- Proficiency in the use of relevant computer applications.

**Minimum Required Qualification and Experience**

- Bachelor of Law (LLB) degree
- Certificate in Legal Education
- At least five (5) years' experience in a related environment.

**Special Condition Associated with The Job**

- May be required to work outside of the normal office hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22<sup>nd</sup> August, 2023 to:**

**Director, Human Resource and Administration  
Court of Appeal  
Public Building West  
King Street,  
Kingston**

Email: [careers@courtofappeal.gov.jm](mailto:careers@courtofappeal.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**