

Opening Date: 19 November 2020
Closing Date: 3 December 2020
Location: Tortola
Vacancy Notice No. 20 of 2020
Job Classification: Grade 17
Ministry/Department/Unit: Supreme Court
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$62,900 – \$92,150 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Registrar

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will ensure that the Supreme Court's administration operates in an efficient and effective manner through supervision, management, direction of financial control and maintenance of proper filing.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department and the supervision of assigned staff.
2. Perform the duties of Registrar as stated in the New Civil Procedure Rules 2000 to ensure compliance with law and regulations.
3. Ensure that the business of the Supreme Court, High Court and Court of Appeal is managed effectively to achieve established objectives.
4. Manage the financial expenditure of the Supreme Court, High Court and Commercial Court to ensure expenditure is kept to budget.
5. Perform duties of a Commissioner of Oaths and act as a Keeper of Deeds.
6. Sit as a member of the Legal Aid Board, perform duties of Mediation Co-ordinator, Registrar of Friendly Societies and Trade Unions.
7. Issue, process and execute Writs of Execution, grant and seal probates, letters of administration and decree absolutes to ensure Court functions are carried out.
8. Administer cases to include setting dates for hearings, issuing notices, corresponding with Attorneys and litigants and ensuring case file are properly maintained.
9. Ensure that the staff of the Supreme Court, High Court and Commercial Court are properly directed and trained in order to carry out their roles effectively.
10. Supervise the preparation of appeal bundles, their transmission to the Court of Appeal and attending the Sittings of the Court in the BVI.
11. Serve as the Accounting Officer.
12. Prepare and manage the Department's Annual Budget.
13. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
14. Develop and implement strategic plans.
15. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
16. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively
6. Develop a customer focused organization
7. Manage organisational challenges
8. Manage change in organisational activities
9. Manage relationships across the organization
10. Manage financial and physical resources effectively and efficiently, ensuring value for money

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws Degree
- Bar Professional Training Course Certificate (BPTC) or certificate of Legal Education or equivalent
- Admitted to the BVI Bar or imminent Call or other common law Bar qualifications
- Ten (10) years' experience post qualification as Solicitor/Barrister or equivalent
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of the Civil and Criminal Procedure Rules of the BVI jurisdiction

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

-
- Expert knowledge of and experience in Court proceedings
 - Expert knowledge of applicable policies, regulations and laws
 - Ability to master and interpret legislation
 - Sound knowledge of the use of standard office equipment and computer applications
 - Excellent oral and written communication skills
 - Excellent interpersonal and organisational skills
 - Ability to work well under pressure
 - Excellent leadership and management skills
-

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Judicial and Legal Services Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrgbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.