

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Deputy Court Manager



Opening Date:	15 th February, 2021
Closing Date:	2 nd March, 2021
Location:	2 nd Floor, Sekal Place
Ministry/Department:	Magistrate's Court
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop and utilize new skills,

RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Magistrate's Court and the supervision of assigned staff.
2. Maintain supervision over the preparation of records of appeals, depositions, inquires payment of vouchers, purchase orders and warrants to ensure the actions of the court are fulfilled.
3. Prepare and process information in relation to Criminal Assizes and Court of Appeal to be forwarded to the High Court Registry to maintain the flow of information.
4. Undertake the role of the Court Manager in their absence to ensure the necessary tasks are completed in a timely manner.
5. Assist with the preparation of the Department's Annual Budget.
6. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
7. Research, analyse and prepare reports and provide advice.
8. Perform human resources functions.
9. Perform any other related duties as required by Court Manager or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Bachelor's degree in Public Administration or equivalent
- Five (5) years in senior management within the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of Government budget and accounting procedures
- Excellent oral and written communication skills
- Excellent analytical, negotiating, interpersonal, decision-making and organisational skills
- Excellent research and report-writing skills
- Excellent leadership, management and supervisory skills
- Excellent oral and written communication skills
- Sound knowledge of relevant accounting applications
- Sound knowledge of the use of standard office equipment and computer applications

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Deputy Governor's Office via email dqohr@gov.vg **AND** the Department of Human Resources at the address provided below by the closing date.

Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrrbvi@gov.vg