

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Case Manager



Opening Date:	24 th July, 2020
Closing Date:	14 th August, 2020
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 Unit through administration of daily operations.
2. Ensure a sound and professional operation of Court procedures, including:
 - a. List/Prepare Case Management, High Court, Commercial, Civil and Criminal lists
 - b. List cases for Case Management Conference and Status Hearing
 - c. Work with the Court Clerk to prepare the Court list
 - d. Fix Hearing dates and facilitate the hearing of Affidavits
 - e. Process claim forms and depositions
 - f. Supervise the preparation of jury lists
3. Maintain and manage the filing and document management systems to ensure accurate and well-organized document management, including:
 - a. Enter and retrieve all data and actions on the JEMS and prepare statistic reports as required
 - b. Keep track of files by updating the computerize Case Management System
 - c. Update Civil, Criminal Appeal and Probate files
 - d. File documents and retrieve Court files upon request
4. Ensure a professional customer service is provided by answering queries from the public in a timely and competent manner.
5. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Associate's Degree in Legal Studies or related area
 - Three (3) years' experience in the Court System or related area
 - Sound knowledge of Government structure, policies and procedures
 - Expert knowledge of the Court system and the Judicial Enforcement Management System (JEMS)
 - Sound knowledge of filing systems/records management and data entry
 - Sound knowledge of the use of standard office equipment and computer applications
 - Sound oral and written communication skills
 - Sound interpersonal and organisational skills
 - Ability to work well under pressure
- 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 dgohr@gov.vg **AND** the Department of Human Resources 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: hrcbvi@gov.vg

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS