

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REDEPLOYMENT NOTICE

### Case Manager



<b>Opening Date:</b>	<b>24<sup>th</sup> July, 2020</b>
<b>Closing Date:</b>	<b>31<sup>st</sup> August, 2020</b>
<b>Location:</b>	2 <sup>nd</sup> Floor, Sekal Place
<b>Ministry/Department:</b>	Magistrate's Court
<b>Job Classification:</b>	Administrative
<b>Assignment Duration:</b>	Full time; <b>6 Months Assignment</b>

#### 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](mailto: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, 2<sup>nd</sup> Floor**

**Road Town, Tortola VG 1110 British Virgin Islands** Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS