JOB DESCRIPTION

Position Title: REGISTRAR & CHIEF MARSHAL
SECRETARY TO THE REGIONAL JUDICIAL AND LEGAL SERVICES COMMISSION (RJLSC)

Division: Registry and Communications
Department: N/A
Unit: N/A
Reports Directly To: President, CCJ/Chairman, RJLSC
Reports Indirectly To: N/A
Directly Supervises: Deputy Registrar & Chief Marshal
Communication & Information Manager
Information Systems Manager
Monitoring & Evaluation Coordinator
Senior Administrative Officer
Executive Officer, RJLSC

POSITION OBJECTIVE:
The scope of work of the Registrar & Chief Marshal encompasses the provision of high level management and leadership in the judicial and administrative operations of the Court. The specific objectives of the position are to:

a. oversee the delivery of high quality services to judicial officers, Court users and other Court Service partners in Court proceedings and Court matters, and administration of the Court to ensure that the CCJ remains as the apex court in the Caribbean and is considered a leader to other jurisdictions across the region.

b. develop the capability of a highly skilled staff to strengthen the capacity, organization and performance of the CCJ and ensure its operational efficiency and cost effectiveness in the discharge of its mandate.

c. provide leadership in advancing various reforms and planning for the future needs of Court.

d. ensure the development, implementation, monitoring and evaluation of the CCJ’s Strategic Plan and annual Business Plan.

KEY RESPONSIBILITIES AND DUTIES:
Organisational Direction and Strategy

- Participate in policy formulation, approval and implementation under the direction of the President.
- Direct and participate in the development, review and implementation of policies, procedures and systems to support and improve the operational efficiency and effectiveness of the CCJ.
- Develop long-range plans and programs; identify problems/issues, devising and implementing solutions; establish docketing; calendaring and case management policies and procedures under the direction of the President.
- Ensure the implementation and adherence of an effective organizational support structure and human resources management best practices and policies in collaboration with the Senior Manager, Corporate Administration under the direction of the President and Commission.
- Plan, organise and direct the work of the Registry, Communications & Information Manager and Information Systems Manager within the Court and monitor their timely performance in accordance with the identified performance outputs.
- Direct and participate in the development, implementation and review of strategic and departments business plans with the Management Team.
- Direct periodic reviews of all operational systems to ensure the effective and efficient performance of the CCJ.
- Ensure the development and operationalisation of a Monitoring and Evaluation (M&E) system to enable results-based planning, implementation, monitoring, evaluation and reporting across the CCJ for effective delivery of the Court’s Strategic Priorities utilizing the Organisational Excellence Framework and the Department’s Management Action Plans (MAPs).

Leadership and Management

- Provide sound leadership and supervision of direct reports.
- Work in collaboration with the Senior Manager, Corporate Administration to guide the development and review of the annual budgetary proposals and oversee the disbursements in accordance with existing financial regulations and approved budget estimates.
- Serve as accounting officer and procurement officer of the CCJ ensuring the efficient provision and use of goods and services.
- Participate in negotiations consistent with the CCJ's policy with external agencies and ensuring the maintenance of goodwill.
- Take administrative action to ensure the independence of the Court is not compromised.
- Report to, advise and consult with the President on the business of the Court.
- Represent the CCJ at local and international forums and serving on committees representing the interest of the CCJ as designated by the President.
- Establish and maintain effective working relationships with Judges, Commissioners, Senior Manager, Corporate Administration, fellow employees, CARICOM Secretariat and Other Regional Institutions and Associated Institutions of CARICOM, Regional Judiciaries, Bar Associations and Academic Institutions, international organizations, government agencies and other judiciaries.
Registry Management/Court Services

- Execute the responsibilities of Registrar in accordance with the Rules of Court, Practice Directions, Protocols, Policies and Practices. These include responsibility for:
  a. the acceptance, transmission and custody of documents in court matters;
  b. keeping the register;
  c. having custody of the Seal and stamps of the Court and of the archives of the Court relating to appeals to the Court;
  d. stamping all documents, and affixing the official Seal of the Court to all notices of appeal filed at the Registry and to all judgments of the Court;
  e. maintaining indexes of all the notices of appeals filed;
  f. keeping, in such form as may be prescribed by the President, a list of all appeals entered and numbered in the order in which the relevant notices of appeal were filed;
  g. making arrangements for such interpretations or verification of translations into the Court’s official language as the Court may require in connection with proceedings before the Court;
  h. signing all orders of the Court;
  i. the publication of the Court’s judgments, and such other documents as the Court or these Rules may present;
  j. responding to inquiries concerning the Court and its work;
  k. performing the functions of taxing master, as required;
  l. giving instructions to the proper officers where necessary about the procedure for performing their duties under these Rules, and
  m. giving directions in matters before the Court as prescribed by these Rules.
  n. assists the Court, the President and the Judges in the discharge of their official functions.

- Receive communication about matters before the Court, including requests made by a party to the Court under the Original and Appellate Rules, unless otherwise stated.
- Administer oaths for proceedings before the Court.
- Establish docketing; calendaring and case management policies and procedures under the direction of the President.

RJLSC

- Secretary to the Regional Judicial and Legal Services Commission.
- Oversee the operations of the Secretariat services for the Regional, Judicial and Legal Services Commission.

Other

- Ensure the coordination and review of:
  - projects and consultancies within the CCJ to enable their timely and effective completion in line with documented TORs.
  - TORs, performance, deliverables functioning of Committees under the remit of the Registry and Communication Division.
- Consider and execute the remedial actions alignment to the Court’s and/or Commission’s Strategic Plan and Annual business Plans for implementation and performance monitoring.
Perform such other functions as may be entrusted to the position.

**Required Knowledge, Skills and Abilities:**

- **Thorough knowledge of:**
  - The Rules of Court (Original and Appellate Jurisdictions).
  - Court practice and procedure.
  - Principles and practices of modern courts and judicial management and administration.
  - Legislation pertaining to the operations of the CCJ and Caribbean Single Market Economy (CSME).
  - Leadership and management principles and practices.
  - The application of Court Performance Standards.
  - Research and analytical techniques, methods and procedures.
  - Court development and management trends.
  - The court records management principles and practices.

- **Demonstrated knowledge of visioning and strategic planning.**
- **Strong negotiating skills.**
- **Excellent problem solving and decision making skills.**
- **Excellent interpersonal, communications (oral and written) and presentation skills.**
- **Excellent analytical skills.**
- **Strong managerial and coaching skills.**
- **Strong planning and organizing skills.**
- **Excellent customer service skills.**
- **Excellent diplomatic skills.**
- **Proven strong decision-making skills.**
- **Intermediate to advanced Computer Literacy with a high level of proficiency in relevant computer applications and operating systems such as Microsoft Office Suite of programs and the ability to learn new software.**
- **Ability to effectively implement and administer the CCJ's strategic and business plans.**
- **Ability to stay calm under pressure and handle crises in a diplomatic and effective manner.**
- **Ability to make sound judgments.**
- **Demonstration of the highest level of professional integrity, respect and diplomacy for colleagues and others.**
- **Ability to build trust, credibility and effective working relationships with all levels of staff within the organization and with external stakeholders.**
- **Excellent organizational skills, with ability to work to and meet deadlines, multi-task and function effectively in a fast paced and demanding environment.**
- **Ability to work well in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.**
- **Ability to maintain confidentiality at all times.**

**Internal Relations:**

Liaises with:

- Judges
• Senior Manager, Corporate Administration
• Other Department and Unit Managers via the appropriate reporting channels
• Other Staff of the CCJ via the appropriate reporting channels
• Staff of the RJLSC Secretariat
• Commissioners of RJLSC

**External Relations:**
Liaises with:
• Judiciaries
• Governments
• Bar Associations
• CARICOM and its Institutions and Associated Institutions
• International Bodies
• Legal Fraternity
• Private Sector
• Tertiary Institutions
• Libraries
• CCJ Trust Fund
• Banks

**Minimum Education and Experience**
• An Attorney-at-Law
• Ten (10) years standing with extensive administrative/management experience that may be applied to the workings of the Court’s judicial and administration business.
• A Master’s Degree in Business, Management or related field will be an asset.

**SALARY BAND: 10**
**BASE SALARY: US$5,878.98 (Free of Tax)**