



VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Regional Mediation Coordinator** within the **Eastern Caribbean Supreme Court, Headquarters, Bois D'Orange Gros Islet, Saint Lucia**.

JOB DESCRIPTION

JOB TITLE : Regional Mediation Coordinator

REPORTS TO : Chief Justice

CLASSIFICATION : MPP-4

A. DUTIES AND TASKS

The incumbent is required to perform the following duties among others:

1. Overall development and coordination of court-connected mediation, ADR and JSC programmes in the Member States and Territories.
2. Provide information and technical assistance to the Registrar, Mediation Coordinator and Mediation Committee in all Member States and Territories.
3. Provide oversight and support for mediation replication in Member States and Territories and monitor programmes closely to avoid duplication of efforts.
4. Monitor and evaluate the Mediation programme through regular engagement with Chairpersons, Registrars and Coordinators and make recommendations for improvements, after consultation with the Chief Justice.
5. Ensure enforcement of Regional Policy and harmonisation from State to State within the Court's jurisdiction.
6. Collect and review data from all Mediation offices; maintain records and reports; present periodical reports to the Chief Justice on the overall productivity and effectiveness of the Mediation programme.
7. Develop and implement training and orientation courses for all Court personnel dealing with Mediation as well as periodic refresher training.
8. Develop concept notes, budgets and TORs etc. aimed at securing funding opportunities.
9. Developing, drafting and updating policies, practice guides, programme manuals budget justification letters and other necessary documents.
10. Establish strategic relationships with key stakeholders and donor agencies.

11. Ensure the establishment of a mediation roster and effective protocols for its use in each Member State/Territory and review the effectiveness of the roster system from time to time.
12. Assist with the selection and engagement of speakers for mediation symposia and other mediation promotion/sensitisation initiatives.
13. Prepare and coordinate requisite notices, tracking progress, and ensuring compliance with court rules and procedural timelines for JSC conferences.
14. Supervises schedules, assigns, organises and otherwise manages the JSC dockets.
15. Maintain accurate records of the files referred to JSC, including gathering information/data to support periodic and special reports documenting the outcomes.
16. Performs clerical tasks such as answering telephone calls, emails and other correspondence directed to court connected mediation services and JSC faxing and photocopying.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent interpersonal relations
2. Excellent communication skills;
3. Sound judgment and decision-making ability
4. Good planning and organization skills
5. Knowledge of and ability to interpret relevant laws
6. Familiarity with the application of and use of technology
7. Emotional intelligence
8. Conflict Resolution
9. Monitoring and Evaluation
10. Project Management
11. Analysis and Reporting
12. Budget Preparation and analysis
13. Analytical & Reasoning Skills

C. QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in management studies/business management/ law or related field with at least 3-5 years of experience in a leadership role.
- Certification in Mediation and/or Mediation Advocacy.
- Project Management experience would be an asset.
- Monitoring and Evaluation experience would be an asset.

D. REMUNERATION

Salary will be commensurate with the successful candidate's qualifications and experience.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

**The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
Orange Grove Plaza
Bois D'Orange
Gros Islet
P.O. Box 1093
Castries
Saint Lucia, West Indies.**

To arrive no later than **Friday, 25th September 2026**.

NB: Applications may also be submitted via email to jisc@eccourts.org. Incomplete applications will not be considered. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview. Only shortlisted candidates will be contacted.