

JUDICIAL SERVICE ADMINISTRATION			
JOB DESCRIPTION			
POSITION DATA			
Title: Assistant Registrar		Organisation: Judiciary	
Post #: TBC		Court: Supreme Court	
Reports to: Chief Registrar		Classification Level's: GSS 4.6	
Location; Santo		Annual Salary: VT 1,727,000	
		Type of Appointment: Permanent	
Position Summary			
It is the responsibility of the Assistant Registrar to assist the Chief Registrar to Administer the Administration of the Supreme Court, supervise staff, oversees the Supreme Court Registry. And to Maintain and keep proper report of all Court proceedings and to ensure it is carried out effectively and efficiently.			
Key Results Areas(KRA):		Key Performance Indicator (KPI):	
1	Administration of Supreme Court	7	1.1 All administration issues are addressed 1.2 Ensure all customer needs are addressed by providing efficient services. 1.3 Ensure all staffing issues are report to superior and addressed 1.4 Managing the Supreme Court Stationary 1.5 Managing and Supervising the Administration of the Supreme Court. 1.6 Oversee all sending out Notices of Hearing/conferences, summons, orders and Warrants 1.7 Managing the Supreme Court standing Imprest
2	Court Registry	9	2.1 Ensure all court cases are registered and updated 2.2 Visual files is always update 2.3 Managing filing and registration of new and existing cases 2.4 Keep proper records of all courts proceedings and other administrative duties 2.5 Maintain proper filing for Supreme Court 2.6 Administer the Oaths 2.7 Oversee all sending out Notices of Hearing/conferences, summons, orders and Warrants 2.8 Oversee all registration of new cases, documents and existing cases. 2.9 Manage all weekly listing for Judges 2.10 Oversees and manage files for all complete cases and Archive. 2.11 Manage all weekly listing for Judges

			2.12 Assist Judges and Lawyers 2.13 Filing, registration and listing of cases 2.14 Allocation of cases to Judges 2.15 Retrieving of files 2.16 Complete cases in the system and re-open them when requested by Staff. 2.17 Scanning of all Court document and new Cases in Visual files. 2.18 Drag and drop all scanning documents to appropriate file in the system. 2.19 Registration of new cases and complete cases for all courts 2.20 Managing the case management system in Supreme courts.
3	Court Tours/ Support	9	3.1 Submission for Court Tour must be submitted to the office of Chief Magistrate a month before the travelling date. 3.2 Assist with Officiating court document as commissioner of oaths (where appointed as commissioner of oaths). 3.3 Any duties directed or required by the Chief Registrar.
4.	Report	4	4.1 Report of tour must be submitted to the office of Chief Magistrate 3 days after the tour. 4.2 Where a training is attended or on behalf of the court, a report must be submitted to the office of the Chief Registrar 3 days after the training completed. 4.3 Ensure record on physical file are correspondent to CMS and provide report to Chief Registrar at the end of each month. 4.4 Ensure to Submit Monthly and Annual report

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- The Assistant Registrar must have a formal qualification or an appropriate advance tertiary Education, Public relation or related discipline to perform the duties of the position.

PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY

To undertake this Position as the Assistant Registrar, you need to meet the following requirements:-

1. Very good Administration and Management Skills
2. Excellent Supervision skills
3. Good Secretarial skills
4. Good Leadership skills
5. Must Understand French, English and Bislama
6. Computer Literate with Microsoft Excel and Word Skills
7. Demonstrate Understanding of Management of Cases
8. Good interpersonal and Public Relation skills
9. Must be able to work in a team and Meet deadlines
10. Trustworthy, Reliable, honest, and of good behaviour

WORKING ENVIROMENT

As an employee of the Judicial Services Commission you will be required to

- Actively participate in the Judicial services performance approval program
- Comply with and contribute to meeting workplace and policy requirements
- Maintain the ethical and behavioural standards outlined in the Judicial services staff Manual

You may be required to:

- Undertake Locally or overseas travel ,which necessitate overnight absences
- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on judicial services needs

SPECIAL CONDITIONS

The following special conditions apply to this Position

- Appointment is under the Judicial Services and Courts Act of 2000,
- Terms and conditions of employment are governed by the Judicial Services and Courts Act 2000 and statutory orders
- May be directed to work in any islands of Vanuatu
- Actively participate in the Judicial services performance appraisal program

JOB AND PERSON PROFILE APPROVAL

Reviewed By HRO (March 2026)

Mrs Alice Smith Hinge..... Date: ____/____/____

Approved By the Chief Registrar

Mr. JOEL SHEMI..... Date: ____/____/____

Acknowledged By Employee.....Date: ____/____/____

Assistant Registrar
Supreme Court