



POSITION ADVERTISEMENT -INTERNAL-

1 x DEPUTY REGISTRAR-HIGH COURT-MUTARE

Applications are invited from suitably qualified and experienced current employees to fill the position of **DEPUTY REGISTRAR-HIGH COURT** which has arisen within the Judicial Service Commission.

KEY DUTIES AND RESPONSIBILITIES

The Deputy Registrar will assist the Registrar to:

- 1) Oversee the issuance and management of court process in the Registry;
- 2) Oversee the set down of cases and compilation of court rolls;
- 3) Provide support services to Judges;
- 4) Oversee the implementation of performance standards and systems aimed at improving service delivery in the superior courts;
- 5) Compile reports weekly, monthly and annually;
- 6) Supervise and discipline all staff members at the High Court;
- 7) Respond to correspondences;
- 8) Implement mechanisms put in place by the Commission to deal with complaints raised by members of the public against members of staff;
- 9) Perform any other duties as may be assigned from time to time.

COMPETENCE AND SKILLS FOR POST:

The person should possess;

- an LLB degree from a recognized University/Institution;
- post graduate qualifications will be an added advantage.

Interested and qualified candidates should submit their applications with detailed curriculum vitae and certified copies of certificates to **the Secretary to the Judicial Service Commission, JSC House, No.161 Josiah Chinamano Avenue, Corner Josiah Chinamano Avenue and Seventh Street, Harare** or alternatively post to **The Secretary to the Judicial Service Commission, P.O. Box CY 28, Causeway, Harare.**

Deadline for submission of applications is close of business on **Friday 23 September 2022**

ONLY SHORT LISTED CANDIDATES MEETING THE ABOVE REQUIREMENTS WILL BE CONTACTED.

