



The Judicial Department is an Independent and Impartial Judicial System and is responsible to serve justice in the community, reaching out to the public by attending our tasks diligently, efficiently and in a timely manner. It is to ensure a Judicial System that's is Accessible, Efficient, Effective and Transparent.

The Judicial Department invites applications from suitably qualified and experienced individuals to fill the following vacant position.

A. HIGH COURT ADMINISTRATION

Vacancy No. 34/17 Administrative Officer [Discipline Section], Suva – 1 Post

Position: Administrative Officer [Discipline Unit]

Level: SS 03

Salary range: \$27,546 - \$33,956

Location: Suva

Unit/Division: HR Section

Reporting Responsibilities;

- a) Reports to:** Senior Administrative Officer [Discipline]
- b) Liaises with:** HR Section Staff, Court Support Staff
- c) Subordinates:** Executive Officers, Clerical Officers and the GWE's

Position Purpose

The primary purpose of this position is to conduct and assist in investigating disciplinary matters against the Non-Judicial Officers and putting up appropriate recommendations for breaches of Public Service Code of Conduct by the Department's employees. Ensuring that the Chief Registrar's internal directives, Public Service Policies, Acts and legislations are being complied with.

Key Responsibilities

- Conduct investigation and make reports to the Chief Registrar with appropriate recommendations for breaches of Public Service Code of Conduct by the Department's employees;
- Ensure that legislations, policy and procedures in regards to Disciplinary process and action are fully complied with to fulfil the intension of natural justice and that all disciplined officers are dealt with fairly;
- Also ensure that all stakeholders including the workers associations and unions queries are properly addressed and constantly and correctly advised on the progress of the disciplined cases;
- Seeking legal opinion from the Deputy Registrar [Legal] on disciplinary matters when need arises;
- Assist in Policy formalisation and implementation;
- Act as Department Insurance Liaison [DILO] responsible for managing, coordinating the PSCGIS from this Department with the Commission;
- Any other duties assigned by the superiors.

SELECTION CRITERIA

The Person

In addition to a Degree in Management & Public Administration, Business Administration OR equivalent from a recognised institution with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of Public Service Code of Conduct, Public Service Policies, Acts, General Orders, Disciplinary Procedures Financial Instructions and Legislations;
2. Sound Knowledge of the Fijian Constitution [2013];
3. Knowledge on the Departmental Circulars , Policies and Directives;
4. At least have 3 years work experience in investigation field or in similar role;
5. Experience in compiling of reports and making appropriate recommendation in line with breaches of Code of Conduct is also an advantage.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Excellent writing and data analytical skills;
2. Ability to attend to all complaints in regards to the Non- Judicial Officers in a timely manner;
3. Ability to Investigate and make submission of report to the Chief Registrar with appropriate recommendation;
4. Ability to prepare Commission Papers for the Judicial Services Commission on disciplinary matters;
5. Demonstrated ability to plan, coordinate and organize all disciplinary activities including other HR matters;
6. Ability to constantly maintain, cope and ensure compliance with PSC Acts, Regulations, General Orders, Financial Instructions, Department Circulars, and other policies and procedures of the department;
7. Ability to maintain confidentiality and be a team player in a challenging environment;
8. Capacity to utilise computer programs to support daily operational tasks.

Vacancy No. 35/17 Executive Officer (HR), Suva – 1 Post

Position: Executive Officer
Level: SS 04
Salary range: \$22,114 - \$27,546
Location: Suva
Unit/Division: High Court Administration, HR Section

Reporting Responsibilities;

- a) **Reports to:** Senior Administrative Officer [HR]
- b) **Liases with:** Clerical Officer's, GWE's and all the staff of the HR Section
- c) **Subordinates:** Clerical Officer [HR] & Messenger

Position Purpose

The primary purpose of this position is to provide administrative and registry support to the Manager Human Resources through the Senior Administrative Officer [HR] to ensure that all activities are resolved, updated and maintained as required.

Key Responsibilities

- Administrator and update the person to post [P2P] and the vacancy returns;
- Responsible in updating the HR database;
- Assist in formalising the internal postings and transfers for the court support staff;
- Formalising the request for Interpreters for the purpose of interpretation in Court as and when need arises;
- Assist with the formalisation of requests for industrial attachment work;
- Preparing appropriate submission regarding new temporarily relieving appointments;
- Assist the HR Section in making policies, submissions as and when required.

SELECTION CRITERIA**The Person**

In addition to a Diploma in Management & Public Administration, Business Administration OR equivalent from a recognised institution with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2-3 years work experience in a similar role;
2. Good knowledge on Policies, Procedures, General Orders and the regulations pertaining to HR related matters together with the internal circulars and directives of the Department;
3. Good understanding on the person to post (P2P) and the Vacancy Returns of the Department;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong oral and written communication skills;
2. Ability to compile and analyse reports and to make proper submissions;
3. Ability to work as a team and to follow instructions to meet deadlines
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Capacity to utilize computer programs to support the operations of the HR Section.

Vacancy No. 36/17 Statistician, Lautoka – 1 Post

Position: Statistician
Level: SP 03
Salary range: \$27,546 - \$33,956
Location: Lautoka
Unit/Division: Administration Section

Reporting Responsibilities;

- a) **Reports to:** Statistician Suva through the Deputy Registrar [West]
- b) **Liases with:** Statistician Suva, Assistant Statistician's [West & Central] and western Court Support Staff
- c) **Subordinates:** Assistant Statistician [two]

Position Purpose

The primary purpose of this position is to collect, compile, abstract statistical information relating to the case flow in all the courts of Fiji in a timely and coherent manner. The incumbent will also organise a scheme of statistic relating to Justice Administration of Fiji and provide greater public accountability and transparency in all activities.

Key Responsibilities

- Ensuring that statistics are entered in the appropriate Excel Worksheets and a summary compiled to reflect the correct caseloads for each respective court;
- Liaising and conferring with officers responsible for statistics in each Registry/ Court to allow for the effective and correct flow of information;
- Collating, processing, analyzing and interpreting of statistical monthly returns of all Court cases in the Western Division;
- Monitoring and evaluation of statistics provided by each Western Court Registry to ensure that accurate statistics is submitted to HQ on timely manner;
- Assist in the compilation of Annual Reports and any other reports as and when required;
- Developing and implementing the measurement of achievements of the Statistics Division to determine whether its contribution is consistent with the Department's Corporate Goals;
- Facilitating the auditing of files in the respective Registry against monthly returns submitted to ensure the accuracy of statistical collection;
- Supervise and develop the Assistant Statistician.

SELECTION CRITERIA

The Person

In addition to a Degree in Official Statistics / Population & Demography OR equivalent from a recognised institution with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Must possess at least 2 -3 years work experience in similar field;

2. Good knowledge on analysing statistical data;
3. Knowledge of Criminal, Civil, Traffic, Family and Juvenile. Appeals in all courts And Tribunals;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to compile and analyse reports;
2. Demonstrated ability to report writing and networking skills;
3. Excellent communication, interpersonal, organisational and team building skills;
4. Demonstrated ability to maintain confidentiality;
5. Demonstrated ability to contribute in a management role;
6. Capacity to utilize computer programs to support the operations of the Unit.
[Ms Excel]

Vacancy No. 37/17: Driver [Fine Enforcement Unit, One Year Period] – 1 Post, Labasa (RE-ADVERTISED)

Position: Driver
Level: Government Wage Earner
Salary range: \$5.32/hr
Location: Labasa
Unit/Division: High Court Administration

Reporting Responsibilities;

- (a) **Reports to:** Deputy Registrar Northern
(b) **Liases with:** Transport Officer (N), Judicial Officers and Court Support Staff
(c) **Subordinates:** Nil

Position Purpose

The primary purpose of this position is to assist with the delivery of the transportation services. The incumbent is to ensure that the vehicle is secured, maintained and safe for use anytime the transportation service is required.

Key Responsibilities

- Cleaning of vehicles;
- Daily driving and liaising with Transport Officer for daily programs and transporting officers to their destinations;
- Filling of vehicle running sheets;
- Maintaining the vehicle and proper garaging of vehicles at the end of the day;
- Provide safe and smooth driving at all times;
- Ensure tools and spare tyres are always available in vehicle;
- Driving duties will involve long hours work and working during weekends;
- Perform any other duties assigned by the Transport Officer and Deputy Registrar (Northern) as and when required.

SELECTION CRITERIA**The Person**

In addition to a pass in Fiji Junior Examination Certificate OR equivalent with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Must hold a valid driving licence class 2 and valid defensive driving certificate;
2. At least 4 years driving experience;
3. Possess good understanding of road codes and related legislations;
4. Basic Knowledge of Occupational Health and Safety;
5. Knowledge in basic vehicle maintenance and servicing.

Skills and Abilities

1. Ability to drive safely and effectively;
2. Demonstrate ability to communicate (verbal and written) effectively;
3. Demonstrate ability to work effectively as a team;
4. Ability to manage time effectively;
5. Demonstrate ability to work extra hours

B. HIGH COURT

Vacancy No. 38/17 Senior Secretary, High Court, Suva – 3 Posts [1 Post in High Court Criminal Division & 2 Posts in High Court Civil Division]

Position: Senior Secretary
Level: SS 03
Salary range: \$27,546 - \$32,630
Location: Suva
Unit/Division: High Court (Criminal & Civil Division)

Reporting Responsibilities;

- a) **Reports to:** Senior Court Officer I or Senior Court Officer II
- b) **Liases with:** Judicial Officer, Head of High Court Reporting Unit, Court Support Staff,
- c) **Subordinates:** Nil

Position Purpose

The primary purpose of this position is to provide high level secretarial, administrative and transcribing assistance to the Puisne Judge, Registry head and the Head of the High Court Reporting Unit.

Key Responsibilities

- Responsible to the Puisne Judge for typing judgements, rulings, decisions, summing up, sentence, order of the Court and other correspondence;
- Emailing delivered summing up, judgement, sentence, ruling to senior secretary in charge for onward transmission to PACLII and the media;
- Making phone calls for Judge in terms of acceptance and regrets to invitations or other calls as requested by the Judge;

- Organise appointments, meetings and conferences which may include collating meeting papers, co-ordinating venues and arranging travel itineraries;
- Maintaining daily schedules and diaries for the Honourable Judge;
- Co-ordinate travel and accommodate arrangements with Accounts Division for the Honourable Judge;
- Maintaining a database and register of files for writing decisions by the Honourable Judge;
- Transcribing of Court proceedings and Judge's Notes;
- Preparation of refreshment for all Judges in the common room as allocated
- Any other duties assigned by the Judge.

SELECTION CRITERIA

The Person

In addition to a Diploma in Secretarial Studies / Office Administration OR equivalent with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years work experience in the similar role;
2. Knowledge and broad understanding of office protocols in a legal environment of business;
3. Excellent knowledge of legal procedures, terms, principals, court etiquette and knowledge of the Public Service rules and regulations will be desirable.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills;
2. Demonstrated high level computer literacy skills, word processing packages and various computer applications;
3. Ability to transcribe Court Proceedings.
4. Ability to work independently with minimal supervision and achieve relevant outputs with strict deadlines;
5. Ability to follow directions and maintain high standards of professionalism;
6. Ability to maintain confidentiality and neutrality in a sensitive environment;

Personal Character

1. Pleasant, tactful and approachable personality;
2. Neatness and good personal hygiene;
3. Self-motivated, reliable and willing to work flexible hours;
4. A high responsible attitude.

C. MAGISTRATE'S COURT

Vacancy No. 39/17 Court Officer, Magistrate's Court, Lautoka – 1 Post

Position: Court Officer
Level: JD 04

Salary range: \$22,114 - \$27,546

Location: Lautoka

Unit/Division: Magistrate's Court

Reporting Responsibilities;

- a) Reports to:** Senior Court Officer, Magistrate's Court, Lautoka
- b) Liaises with:** Magistrate's Court Staff, Court Support Staff, Judicial Officers
- c) Subordinates:** Assistant Court Officers (Magistrate's Court, Lautoka), GWEs (Messenger- Magistrate's Court, Lautoka)

Position Purpose

The primary purpose of this position is responsible to the Senior Court Officer to implement and supervise all the Legal Procedure Functions for the Magistrates Court, ensuring their compliance with the legislative requirements of Acts, Rules and Regulations relating to the functions of the Court system.

Key Responsibilities

- Being responsible for all support staff and services allocated to the above registries;
- Maintaining a database and register for movement of case files;
- Timely preparation of court records and statistics on all cases;
- Administering and finalize court Cause Lists;
- Supervising Sheriffs' Officers for execution of Court Warrant;
- Liaising with stakeholders on matters of the Courts;
- Assisting management in training of staff on the job and other administrative matters for the overall development of the department;
- Preparing, compiling and the submission of statistics, for the various registries under jurisdictional provision;
- Preparing, compiling and the submission of arrears of revenue of unpaid fines due to the Government;
- Assisting in policy making through recommendations on staffing, training matters, systems improvement and budgeting;
- The preparation of monthly and quarterly reports;
- Conducting assessment, submission of recommendations and reports on the performance of temporary Relieving Officers, contract officers and acting appointments of officers under the jurisdictions;
- Facilitating requests and provides assistance to the Resident Magistrate in respective Division;
- Assist in any other duties as and when assigned by the superiors.

SELECTION CRITERIA

The Person

To have 5-6 years work experience as an Assistant Court Officer with a pass in X [1], X [2] departmental exam and H service exam OR a relevant Degree with 2-3 years experience as an Assistant Court Officer, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Sound knowledge of legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System;
2. Knowledge of preparing returns;
3. Knowledge of legal procedures, terms, principles, court etiquette and knowledge of the Public Service rules and regulation and counselling tools will be desirable.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills together with public relations and customer service skills;
2. Ability to conduct a proper and correct interpretation in court from English to Fijian/Hindi and vice versa, whenever required;
3. Ability to write reports;
4. Planning and organisational skills and the ability to work as a team;
5. Ability to maintain confidentiality;
6. Ability to interpret legislations;
7. Capacity to utilize computer programs to support the operations of the Unit;
8. Demonstrated ability to supervise and lead support staffs.

Vacancy No. 40/17 Steno Typist/ Typist, Magistrate's Court- 3 Posts, Lautoka [1 Post], Ba [1 Post] & Savusavu [1Post]

Position: Steno Typist/ Typist
Level: SS 05
Salary range: \$17,511 - \$21,077
Location: Lautoka, Ba & Savusavu
Unit/Division: Magistrate's Court

Reporting Responsibilities;

- a) **Reports to:** Senior Court Officer I & II and Court Officer
- b) **Liases with:** Judicial Officer, Court Support Staff
- c) **Subordinates:** Nil

Position Purpose

The primary purpose of this position is to provide secretarial support services to the Senior Court Officer I & II and the Court Officer in the Lautoka, Ba and Savusavu Magistrate's Court for secretarial support services.

Key Responsibilities

- Typing of documents, forms, typing of Court proceedings, correspondences, returns, judgments, orders, decisions, rulings, cause list, reports, vouchers and any other official document;
- To transcribe notes of evidence and dictation notes and compile records for appeal purposes;
- Answering telephone calls and other duties as assigned by the Supervising Officers;
- Providing counter and telephone service to the members of the public;

- Maintaining of Files/Registers in the Registry.

SELECTION CRITERIA

The Person

In addition to a pass in Fiji Seventh Form Examination OR equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 1-2 years work experience in a similar role;
2. Sound knowledge of legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System;
3. Excellent knowledge of legal procedure, terms, principles, court etiquette and knowledge of the Public Service rules and regulations will be desirable.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills;
2. Good typing skills with 35wpm typing speed on manual typewriter or 40 wpm typing speed on electronic/electric typewriter, shorthand skills is advantageous;
3. Ability to work independently with minimal supervision and achieve relevant outputs with strict deadlines;
4. Ability to follow instructions and maintain high standards of professionalism;
5. Ability to maintain confidentiality and neutrality in a sensitive environment;
6. Capacity to utilize computer programs to support the operations of the Unit;
7. Ability to multitask and organise workload.

D. SMALL CLAIMS TRIBUNAL

Vacancy No. 41/17 Steno Typist/ Typist, Small Claims Tribunal, Suva – 1 Post

Position: Steno Typist/ Typist
Level: SS 05
Salary range: \$17,511 - \$21,077
Location: Suva
Unit/Division: Small Claims Tribunal

Reporting Responsibilities;

- a) **Reports to:** Senior Court Officer I
- b) **Liases with:** Referee, Court Support Staff
- c) **Subordinates:** Nil

Position Purpose

The primary purpose of this position is responsible to respective Registry Head in the Small Claims Tribunal for secretarial support services.

Key Responsibilities

- Typing of documents, forms, typing of Court proceedings, correspondences, returns, judgments, orders, decisions, rulings, cause list, reports, vouchers and any other official document;
- Transcribing notes of evidence and dictation notes and compile records for approval purposes;
- Answering telephone calls and other duties as assigned by the Supervising Officers;
- Maintaining of Files/Registers in the Registry;
- Providing counter and telephone service to the members of the public.

SELECTION CRITERIA

The Person

In addition to a pass in Fiji Seventh Form Examination OR equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 1-2 years work experience in a similar role;
2. Sound knowledge of legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System;
3. Excellent knowledge of legal procedure, terms, principles, court etiquette and knowledge of the Public Service rules and regulations will be desirable.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills;
2. Good typing skills with 35wpm typing speed on manual typewriter or 40 wpm typing speed on electronic/electric typewriter, shorthand skills is advantageous;
3. Ability to work independently with minimal supervision and achieve relevant outputs with strict deadlines;
4. Ability to follow directions and maintain high standards of professionalism;
5. Ability to maintain confidentiality and neutrality in a sensitive environment;
6. Capacity to utilize computer programs to support the operations of the Unit;
7. Ability to multitask and organise workload.

E. FAMILY COURT

Vacancy No. 42/17 Assistant Counselor, Family Court, Labasa – 1 Post

Position: Assistant Counselor

Level: SW 04

Salary range: \$30,484 - \$34,814

Location: Labasa

Unit/Division: Family Court

Reporting Responsibilities;

- a) **Reports to:** Director Court Counselling Services

- b) Liaises with:** Family Court Staff, Court Support Staff, Judicial Officers
c) Subordinates: Nil

Position Purpose

The primary purpose of this is to position reports to the Director Family Court Counselling Service through the Family Court Counsellor. The officer will be responsible for the provision of counselling assessment, intervention in risk assessment, child protection, family violence and other matters as required under the Family Law Act 2003.

Key Responsibilities

- Providing counselling and conciliation to clients and families accessing the Courts ;
- Attending to Divisional Court Circuits for all counselling related referrals;
- Present oral and written assessments reports for the Courts;
- Attend Case Assessment Conference and Joint Conciliation;
- Practice and promote effective communication strategies and systems;
- Assist in providing community education and consultation about the impact of separation and the services provided by the Family Court;
- Preparation of monthly reports to the Director, Court Counselling Services;
- Make proper referrals to government or non-government organisations;
- Ensure all policies and procedures pertaining to counselling practice are being followed;
- Establish and maintain links with all stakeholders to achieve desirable outcomes.

SELECTION CRITERIA

The Person

In addition to a Diploma in Social Services OR a recognized equivalent qualification and at least 2-3 years of experience as a Welfare Officer Class II OR University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Sound knowledge of the Family Law Act 2003, Family Law Rules and Regulations 2005;
2. Good knowledge of the ethics and values pertaining to counselling practice;
3. Knowledge and experience on court etiquette, procedures and processes.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills together with public relations and customer service skills;
2. Ability to write reports for the Courts;
3. Planning and organisational skills and the ability to work as a team;

4. Ability to maintain confidentiality and possess good leadership skills;
5. Ability to negotiate with identified individuals and achieve desirable outcomes;
6. Display diverse theoretical approach in resolving issues.

Personal Character and Eligibility

Applicants for employment in the Judicial Department must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

The Judicial Department is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

To apply for this role please provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees, with one being a current or recent supervisor, a filled JD Form 01 form which is available on website www.judiciary.gov.fj or from any Court Registry Fiji wide or HR Office in Suva. Applications that do not meet the selection criteria will not be considered. Only short-listed candidates will be contacted. If you are not contacted by the Judicial Department, your application has not been successful and we thank you for your interest in applying

Applications for the positions must be received **by 4.00pm on Friday 20th October 2017** and addressed to:

Applications by Post:

The Chief Registrar
Judicial Department
P.O.Box 2215
Government Buildings
Suva

Applications delivered:

The Judicial Department
HR Section
Level 3, Kelton House
Loftus Street
Suva, Fiji

LATE APPLICATIONS WILL NOT BE CONSIDERED.