



JUDICIAL SERVICE COMMISSION

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APPLICATION FOR APPOINTMENT TO JUDICIAL OFFICE *in the* SUPREME COURT OF JUDICATURE

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PART 1

INTRODUCTION

The purpose of this Guide is to assist applicants for Judicial Office in the Supreme Court of Judicature, Guyana. It provides important information on making an application for judicial position.

The eligibility requirements and the criteria applicants must satisfy before the Judicial Service Commission will consider them for appointment. It also explains the appointment procedure and outlines the process of obtaining the Judicial Service Commission information from referees. It contains also an annex giving an outline of the terms and conditions of the Judicial Officers

Applicants are advised to ensure that they read and fully understand the contents of this Guide before they complete and submit their application form.

PART 2

ELIGIBILITY REQUIREMENTS

To be eligible for appointment as a **Judicial Officer**, an applicant must:

- a. be in good health. In particular, he/she should have satisfactory sight and hearing [with technological assistance if required] and should also be able to sit and to concentrate for long periods of time.
- b. be a person who always conducts himself/herself, both in his/her professional and personal lives, in a manner that will maintain public confidence in the standards of the judiciary.

Judicial Officers' Positions:

Deputy Registrar

To be eligible for appointment as **Deputy Registrar of the High Court**, an applicant

- i. must be qualified to practice as an advocate in a court of unlimited jurisdiction in civil and criminal matters in some part of the Commonwealth or a court having jurisdiction in appeals from such a court, and has so practiced, for a period of or periods amounting in the aggregate to not less than **3 years**; **or**
- ii. must possess a first degree in Law from a recognised University **plus 7 years'** experience in the Supreme Court.

Puisne Judge

To be eligible for appointment as a **Puisne Judge**, an applicant must have either:

- i. been a Judge of a court of unlimited jurisdiction in civil and criminal matters in some part of the Commonwealth or a court having jurisdiction in appeals from such a court; **or**

- ii. qualified to practice as an advocate in such a court, and has so practiced, for a period of or periods amounting in the aggregate to not less than **7 years**.

Commissioner of Title

To be eligible for appointment as **Commissioner of Title**, an applicant must be qualified to practice as an advocate in a court of unlimited jurisdiction in civil and criminal matters in some part of the Commonwealth or a court having jurisdiction in appeals from such a court, and has so practiced, for a period of or periods amounting in the aggregate to not less than **7 years**.

Magistrate

To be eligible for appointment as **Magistrate**, an applicant must be qualified to practice as an advocate in a court of unlimited jurisdiction in civil and criminal matters in some part of the Commonwealth or a court having jurisdiction in appeals from such a court, and has so practiced, for a period of or periods amounting in the aggregate to not less than **5 years**.

CRITERIA FOR APPOINTMENT

The Judicial Service Commission will only appoint individuals who best satisfy the eligibility criteria and display the following characteristics to the highest degree.

Legal Knowledge and Experience

Successful candidates must have attained

- a. a high level of understanding of the substantive and procedural, law and jurisprudence.
- b. a comprehensive knowledge of the rules of evidence and of criminal/civil practice and procedure.

Skills and Abilities

- a. Sound judgment: the applicant must demonstrate ability to:
 - exercise discretion effectively.
 - apply knowledge and experience to make decisions which are compliant with the law and appropriate facts and circumstances of the case; and
 - consider competing arguments and reason logically to arrive at a balanced conclusion.
- b. Intellectual and analytical ability: the applicant must show that he/she can:
 - listen and concentrate for long periods of time, understand and assimilate facts and arguments, and marshal such evidence and information accurately.
 - apply legal principles to particular facts and to determine those issues and facts which are relevant and important and those which are not.
 - weigh relevant issues and matters of law and formulate them to arrive at reasoned and coherent decisions; and
 - apply the law justly.

- c. Decisiveness:
- The applicant must demonstrate that he/she has the ability to make decisions quickly and effectively and reach firm conclusions; can think, decide and act independently of others, and rely on their own judgment.
- d. Communication and listening skills:
- The applicant must establish that he/she has the ability to listen and communicate effectively with all types of court users including lay people [whether defendants, witnesses, members of a jury, litigants in person or children]. Being able to give instructions, explain complex issues and give decisions and judgments clearly and concisely, both orally and, where necessary, in writing.
- e. Authority and case management skills: the applicant must be able to:
- command the respect of court users and maintain discipline in the court and chambers without appearing pompous, arrogant or overbearing; and
 - Managing the lifecycle of a case with expeditious dispatch and complete cases in a timely manner.
 - Preventing unnecessary prolixity, repetition and irrelevance whilst ensuring that all parties [whether represented or not, and including children] are able to present their case or their evidence as fully and as fairly as possible.
- f. The applicant must be au fait with and keep abreast of legal developments and court technology.

Personal Qualities

- a. Integrity:
- Having the quality of being honest, discrete and plain dealing with professional colleagues, clients and the courts.
 - Possessing independence of mind and moral courage, in making decisions.
 - Having and maintaining the trust, confidence and respect of others.
- b. Fairness:
- Applying impartial and just treatment of all parties.
 - Being open-minded and objective, without frustration or discrimination; and
 - Being able to deal impartially and justly with all matters and to ensure that all parties have an equal opportunity for their cases to be clearly presented and to be considered as fully and dispassionately as possible.
- c. Understanding of people and society:
- Having a knowledge and understanding of, and respect for people from all social strata and being sensitive to the influence of different ethnic and cultural backgrounds on the attitudes and behaviour of people.

- d. Maturity and sound temperament:
- Being matured and having an attitude and approach which display maturity; and
 - Being firm, decisive, patient, tolerant, having a disposition, even tempered and professional.
- e. Courtesy:
- Being polite, courteous and considerate to court users and court staff; and
 - Having and showing an understanding of the needs and concerns of court users.
- f. Commitment to service and dedication to duty:
A commitment to public service and efficient administration of justice and dedication to duty.
- g. Punctuality:
- Having the propensity to and displaying the quality of being on time for work, taking the job seriously and meeting deadlines.

THE APPOINTMENT PROCEDURE

General

Applications are welcome from all those who satisfy the published eligibility requirements.

Confidentiality

The Judicial Service Commission will treat all applications and supporting information as confidential. The consultation process with the referees listed on the Application Form will however, require contact to be made for information on the relevant applicant so that they may provide necessary feedback.

Interviews

Shortlisted applicants will be invited to an interview.

Consultation

Each of the persons listed as referees on your Application Form will be contacted by the Secretary of the Judicial Service Commission. The Secretary will transmit the Referee Assessment Form to each Referee who will return the completed Form directly to the Secretary on or before the closing date for applications.

No single referee's view of an applicant is decisive.

Allegations of misconduct

If there is any allegation of misconduct against an applicant, particulars of same will be requested.

The Judicial Service Commission will attach no weight to un-particularized allegations of misconduct. It will consider any specific allegations of misconduct in their full context, including the views of the applicant concerned. If a specific allegation of misconduct is made, the Judicial Service Commission will seek the referee's consent to send details of the allegation to the applicant, to enable the applicant to comment on the allegation.

Assumption of Duty

- 4.8 In the event of an appointment the applicant would be expected to take up the appointment as soon as possible, subject to a reasonable period being allowed for disengagement from existing obligations.

PART 3

MAKING AN APPLICATION

Obtaining the Application Form

- a. Copies of the Application Form for appointment to Judicial Office and other relevant documents can be obtained from the Secretary (ag) to the Judicial Service Commission or from the Supreme Court's website – <https://supremecourt.gy/vacancies>
- b. Application can also be made directly without use of forms.
- c. Your signed application form or application may be:
 - i. hand delivered or sent by post, courier to the Office of the Judicial Service Commission c/o Court of Appeal, 60 High Street, Kingston, Georgetown; or scanned and emailed judicialservicecommission@outlook.com. Application must be sent to the Secretary to the Commission on or before the closing date for applications.
 - ii. The envelope or the subject of the email must be titled "Application for the position of ..."

Completing the Form

- a. Your application should be typed or completed clearly in black ink, with any additional information attached to the back of the completed form. Please ensure that you sign and date the form.
- b. An unsigned Application Form will not be accepted.
- c. A certified copy of the biodata page of your Passport or a certified copy of your National Identification Card along with a certified copy of your Birth Certificate as well as certified copies of all relevant academic certificates or official transcripts must be submitted along with the Application Form.

Your Address

- d. Please indicate clearly whether you prefer correspondence about your application to be sent to preferred email, home or business address. Please notify the Secretary of the Judicial Service Commission of any changes to the information supplied under this heading.

Names for Referees

- a. The Judicial Service Commission invites you to provide the names and professional addresses of three persons (preferably from the judicial/legal profession) whom you consider will be able to comment upon your qualities and experience.
- b. Referees are to be advised that the Referees Assessment Forms must be submitted to the Secretary of the Judicial Service Commission on or before the closing date for applications.
- c. Only Referee Assessment Forms or references received directly from the referee will be considered.
- d.

Canvassing for Support

It is unnecessary and inappropriate for applicants to approach those whom they name to canvass support as to what is sought is not a reference but information to enable an assessment to be made of their suitability for appointment. Likewise, it is unnecessary and inappropriate for referees to canvass support for applicants.

Withdrawal

You may withdraw your application for appointment to Judicial Office at any time by writing to the Secretary of the Judicial Service Commission.

Health Issues and Medical Examination

If you are aware of any health matter which might adversely affect your performance in judicial office, it would be helpful if this could be mentioned at the outset.

Please note that the selected applicant may be required to undergo a complete medical assessment to determine suitability for employment, the cost of which shall be borne by the Applicant.

Contact Information

All communication and enquiries in relation to your application should be forwarded under confidential cover to the Secretary of the Judicial Service Commission at the following address:

The Secretary
Judicial Service Commission
Court of Appeal Building
60 High Street
Kingston
Georgetown
Telephone : 227-2086 or 227-2980
Email: judicialservicecommissiongy@outlook.com