



JUDICIAL SERVICE COMMISSION

ADMINISTRATIVE OFFICER

Judicial Service Commission
Secretariat

JOB DESCRIPTION

REPORTS TO:

The Judicial Service Commission

PURPOSE:

To provide administrative support services and to ensure the efficient and effective completion of day-to-day human resources management functions and duties essential to the operations of the Commission and its Secretariat.

KEY AREAS:

- Administrative Support
- Recruitment of staff
- Monitoring of Capacity Building Initiatives
- Records Management and reporting

EXTERNAL RELATIONS:

Government, Constitutional and Statutory Agencies

RANGE OF ACTIVITIES:

1. Provide administrative and clerical support to the Commission:
 - i. Respond to day-to-day inquiries
 - ii. Prepare job letters;
 - iii. Assist in the processing of benefits and retirement entitlement.
 - iv. Provide support in arranging meetings
 - v. Manage office assets and maintain records and electronic filing system
2. Support the recruitment process:
 - i. Receive, prepare and screen communication
 - ii. Prepare and post advertisements for vacancies

- iii. Prepare correspondences including offer letters, medical requests and appointment letters;
 - iv. Prepare staff contract documents
3. Maintain an efficient filing and records system.
 4. Ensure all personal files of Judicial Service Commission employees are updated with the respective documents of appointment, salary, designation, department, and leave.
 5. Monitor and Evaluate Capacity Building Initiatives:
 - i. Evaluate the impact of ongoing capacity building initiatives recommended by the Commission;
 - ii. Report on whether the activities accomplished the intended outcomes as outlined in the original planning documents;
 - iii. Identify areas for improvement and make recommendations to inform the Commission's efforts in this area;
 6. Prepare, coordinate and make the necessary arrangements for employees proceeding on travel duty, and for seminars and workshops.
 7. Provide support generally on all aspects of the commission's work
 8. Carry out any other duties that may be assigned by the Commission.

COMPETENCY PROFILE:

- Ability to maintain confidentiality
- High level of organizational and time management skills
- Excellent interpersonal skills
- Self-motivated, proactive and able to deliver consistent performance.
- Proficiency in the use of computer Programs
- Knowledge in Human Resources Management Skills
- Excellent Communication Skills (Written and Oral)
- Working knowledge of operation of standard office equipment
- Must be flexible and have ability to work independently
- Must be able to balance multiple tasks and meet deadlines

QUALIFICATIONS AND EXPERIENCE:

- A Degree in Public Management/Public Administration/Business Management/ Bachelor of Law from a recognized university or its equivalent with three (3) years' experience at a supervisory level or three (3) years' experience in Human Resources Management.

OR

- Diploma in Public Management/Public Administration/ Business Management from a recognized university with at least at least five (5) years experience in Human Resources Management, three (3) of which must be at a supervisory level.

Knowledge of the Judicial Service Commission Rules and/or Public Service Rules would be an asset.

REMUNERATION:

The total basic salary for the position is GYD \$317,000 monthly.

Secretary (ag)
Judicial Service Commission
October 13, 2023