

JUDICIARY

EXTERNAL CIRCULAR NO.2 OF 2024

**JUDICIARY
P.O. BOX 90
MASERU 100**

18TH APRIL 2024

REF: J/CIR/1

**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENTS
ALL CHIEF MAGISTRATES
SENIOR JUDICIAL COMMISSIONER
MASTER OF HIGH COURT
DEPUTY REGISTRARS**

**COPY: CENTRAL COURT PRESIDENTS
LOCAL COURT PRESIDENTS**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED LOCAL CANDIDATES FOR THE FOLLOWING VACANT POSITIONS TENABLE IN THE JUDICIARY:

JOB DESCRIPTION

DEPARTMENT: HIGH COURT

JOB TITLE: JUDICIAL ADMINISTRATOR

GRADE: K

RESPONSIBLE TO:

REGISTRAR OF THE HIGH COURT

JOB SUMMARY:

Under the general supervision of the Registrar of the High Court, the incumbent is responsible for day-to-day administration of non-adjudicative work of the Judiciary and for the implementation of the resolutions of the Judiciary and of the Judicial Service Commission.

MAIN DUTIES

1. COORDINATES DEVELOPMENT OF STRATEGY, WORK PLANS AND OVERSEES THEIR IMPLEMENTATION.

- 1.1 Facilitates development of the strategic plan for the Judiciary.
- 1.2 Collaborates with management to develop operational plans, policies and strategies for achieving long and short-term goals, objectives and priorities of the Judiciary.
- 1.3 Ensures strategy is effectively translated into organisational and team objectives, and resources are appropriately allocated against priority outcomes.
- 1.3 Initiates and implements programs and strategies aimed at enhancing performance of support services of the Judiciary.
- 1.4 Reports to the Registrar, progress on implementation of plans, policies and strategies and recommends improvements.

2. ADMINISTERS NON-ADJUDICATIVE WORK OF THE JUDICIARY.

- 2.1 Oversees the administration operations of the judiciary.
- 2.2 Manages and Supervises the day-to-day operations of support services sections.
- 2.3 Manages administrative matters such as preparing reports and correspondence.
- 2.4 Manages and monitors performance of support functions in line with the strategic plan.
- 2.5 Leads specific projects on behalf of the Registrar, as directed.

3. BUDGET PREPARATION AND CONTROL

- 3.1 Coordinates budget preparation for the judiciary for both recurrent and capital programs and submits to the Registrar for presentation.
- 3.2 Oversees the development of cash plan and procurement

plan to ensure prioritized usage of funds.

- 3.3 Ensures proper upkeep of books of accounts and other records.
- 3.4 Regularly advises the Registrar on usage of funds to ensure cost effective financial management and compliance with public financial management laws.
- 3.5 Monitors and evaluates implementation of the Judiciary budget and makes recommendations to the Registrar as the Chief Accounting Officer.
- 3.6 Enforces adherence to external and internal audit risks, policies and procedures.
- 3.7 Oversees procurement of Judiciary assets through the assistance of management team to ensure proper utilization of public funds.
- 3.8 Responsible for compiling a report on the activities of the Judiciary by end of 6 months after the expiry of the financial year for the Registrar to submit to the Minister responsible for Justice for transmission to Parliament.

4. RESOURCES MOBILISATION AND MANAGEMENT

- 4.1 Inspects the courts to ensure adequacy of resources at all times.
- 4.2 Coordinates resources mobilization and manages capital projects for the Judiciary.
- 4.3 Ensures the optimum use of resources and equipment of the Judiciary.

5. MANAGES STAFF AND THEIR WELFARE

- 5.1 Coordinates development and implementation of laws, policies and standards governing management of the Judicial service.
- 5.2 Implements the resolutions of the Judiciary and the Judicial Service Commission.
- 5.1 Develops strategies that ensure efficient and effective management of staff of the Judiciary.
- 5.4 Assists the Registrar in all matters related to the welfare of the staff in the Judicial Service.
- 5.5 Inculcates discipline, integrity and efficiency in the members of staff of the Judicial Service.

6 DEVELOPS AND MAINTAINS CORPORATE CULTURE, VALUES AND REPUTATION OF THE JUDICIARY

- 6.1 Ensures that the image of the Judiciary is consistently presented in a strong and positive light to relevant stakeholders.
- 6.2 Manages the Judiciary communication strategy.

- 6.3 Upholds ethics and values; promotes and defends equal opportunities; encourages institutional and individual responsibility towards judicial service.
- 6.4 Develops a high performing team in supporting the service delivery function, promotes and maintains accountability of teams.

7 OVERSEES MANAGEMENT OF THE DEPARTMENT

- 7.1 Provides leadership, and effectiveness on non-adjudicative operations by ensuring that implemented systems, policies and practices reflect core values.
- 7.2 Oversees staff development and training.
- 7.3 Sets standard of accountability and clearly defined measures of success for members of staff of the judiciary.

JOB SPECIFICATION

EDUCATION AND EXPERIENCE

Master's degree in Public Administration/Management plus **five (5) years** working experience in Senior Management position.

Or

Postgraduate Diploma/Honours in Public Administration/Management plus **seven (7) years** working experience in Senior Management position.

Or

Bachelors' degree in Public Administration/Management plus **ten (10) years** working experience in Senior Management position.

Extensive experience in public administration or service of the Judiciary will be an added advantage.

Knowledge and skills

Knowledge of Judicial Service laws and rules

Knowledge of financial management, procurement laws and regulations

- Good leadership traits
- Strategic planning
- Motivation and persuasive skills
- Planning, coordination and budgeting skills

- Good problem solving and analytical skills.
- Computer skills (Excel, Word & Power point)
- Proposal and report writing skills
- Ability to communicate fluently in Sesotho and English.
- Ability to work under pressure within short timelines.

DEPARTMENT: HIGH COURT

TITLE: SENIOR PROCUREMENT OFFICER

RESPONSIBLE TO: PROCUREMENT MANAGER

LEVEL/GRADE: H

Purpose of the Role:

To manage effectively procurement of goods, works and services for use by the organisation in accordance with existing Rules and Regulations.

Key tasks and responsibilities:

- 1.0 OVERALL ADMINISTRATION OF THE PROCUREMENT UNIT ACTIVITIES
 - 1.1 Attends divisional meetings to review progress of planned operations of the Unit.
 - 1.2 Ensures that procurement of goods, works and services is carried out in accordance with the approved Annual Procurement Plan to achieve value for money.
 - 1.3 Submits monthly reports to the Procurement Manager on the activities of his/her sphere of procurement activity and responsibility to show progress on the action plan.
 - 1.4 Finalises and issues invitation to tender documents to facilitate evaluation process.
 - 1.5 With the approval of the Procurement Manager, negotiates contracts, keeping within budgetary limitations to achieve value for money.
 - 1.6 Finalises contract documents and submits them to the Procurement Manager for approval.
- 2.0 MONITORING COMPLIANCE WITH PROCUREMENT LEGAL FRAMEWORK AND CORRUPTION CONTROL

- 2.1 Ensures that requisitions and associated documentation are correctly completed and signed by the correct signatories for controls.
- 2.2 Ensures that procurement is carried out in accordance with existing rules and regulations for transparency and accountability.
- 2.3 Implements measures to reduce fraud and corruption.
- 2.4 Reports to the Procurement Manager any cases of suspected or confirmed fraud for appropriate measures to be taken.
- 2.5 Supervises seeking of quotations as provided for in the Regulations for price and quality comparison.

3.0 IMPLEMENTATION OF STAFF DEVELOPMENT AND PERFORMANCE MONITORING POLICIES

- 3.1 Mentors staff in the Procurement Unit on Public Service Rules and Regulations and Financial Management and Accountability Act and procurement regulations so that they are commonly understood and adhered to.
- 3.2 Ensures that Procurement Unit staff understand what is required of them in respect of their own Job Descriptions through induction for effectiveness.
- 3.3 Develops the Procurement Unit training plan for staff development and submits it to the Procurement Manager for approval.
- 3.4 Organises training and provides coaching for the staff under his/her management control for improved performance.
- 3.5 Approves individual work-plans in respect of the staff under his/her management control for an effective performance management.
- 3.6 Approves specific individual teamwork assignments / performance objectives with the staff under his/her control in order to achieve the set objectives.

4.0 FACILITATION OF THE PROCURING PROCESS

- 4.1 Takes part in reviews of the ability of potential suppliers to meet the organisation's requirements for design, performance, price and delivery, and provides input to the Government's Approved Suppliers List.
- 4.2 Develops and maintains an up to date data base of prices of goods, works and services identified in the Annual Procurement Plan in order to have information at hand.
- 4.3 Collects information for the preparation of the Annual Procurement Plan as part of the budget approval process.

- 4.4 Ensures that a record is kept of all requisitions received and a register of actions taken on them.
 - 4.5 Ensures that records of costs, deliveries and performance are kept and discusses defects with user divisions with a view to rectification by suppliers and other remedial actions.
- 5.0 DISPOSAL OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES/ASSET ITEMS
- 5.1 Gathers information and completes standardized disposal form for submission to Procurement Manager.
 - 5.2 Coordinates the establishment of the evaluation committee in order to assess disposal bids.

JOB SPECIFICATION

Education and Experience

Master's degree in Purchasing and Supply Chain Management with at least two (2) years working experience as a Procurement Officer.

OR

Master of Business Management/Administration/Commerce/Marketing with at least three (3) years working experience in procurement at the level of Procurement Officer plus Advanced Diploma in Purchasing and Supply.

OR

Bachelor's Degree in Purchasing and Supply with at least four (4) years working experience as Procurement Officer.

OR

Bachelor's degree in Business Administration/Management/BCOM/BABE/Marketing plus Advanced Diploma in Purchasing and Supply with at least 5 years' working experience in procurement work at the level of Procurement Officer.

Membership of any relevant professional body in procurement and supply chain management shall be an added advantage.

Other Relevant Knowledge

- Knowledge of the Public Service Rules and Regulations.
- Knowledge of Financial and Procurement Regulations.

Core Competencies:

Ability to understand and implement the Regulations, the Procurement Manual, the Procurement Process Operating Instructions and other instructions and guidance as may be issued from time to time.

- Ability to understand and interpret generally accepted procurement standards and procedures/ stock procedures and control.
- Ability to write reports in order to inform decision-making.

- Ability to understand procurement and project related risk and how to manage it.
- Ability to use relevant software packages (Pastel-V6, Power Point, MS Office, Word and Excel).
- Ability to identify trends and to bring to the attention of the Procurement Manager their potential for future for development.
- Ability to understand and handle figures.
- Ability to make informed decisions readily and confidently.
- Ability to use judgment in acting and applying corrective measures when the situation demands.
- Ability to identify and solve problems.
- Ability or potential to focus on and achieve the standards of service that meet the highest expectations of user divisions.
- Ability to act in accordance with generally accepted accounting standards and principles.
- Ability to work with others and share experiences and solutions.
- Ability to appreciate people's developmental needs and to effectively implement and support development initiatives.
- Ability to keep a team informed on matters arising.
- Ability to successfully assign appropriate tasks or activities to subordinates.
- Ability to influence the way others work and be confident enough to liaise with all levels of management.
- Ability to work with others harnessing different skills, experience or perspective to achieve shared commitment to solutions and work assignments/targets.
- Ability to exercise objectivity and give direction and role clarity in stimulating others to perform towards productivity and achievement of corporate goals.

RESPONSIBILITY

For the work of others

The task requires responsibility for ensuring that policy guidelines and procedures are adhered to.

For resources controlled

The task requires great responsibility for control of expenditure and maintenance of a database of government assets.

For safety of others

This factor is minimal but must be taken into consideration in the case of, for example, site visits and visits to firms' premises.

For effect of errors

The task requires considerable concentration, accurate calculations and firm enforcement of relevant legislation, instructions and guidance.

COMPLEXITY

Decision making

The task requires proven ability to make decisions concerning the day to day activities of the Procurement Unit as well as approving annual work plans for the Unit's staff.

Problem solving

The task requires proven skills and ability to solve problems or to seek guidance from the Procurement Manager or other senior staff as appropriate. The incumbent must be able to handle or seek guidance on a range of procurement related and other problems. The incumbent must be able to deal effectively, and in accordance with the Regulations, with queries, complaints and appeals from the business community. There is also a requirement to handle and solve, or to seek guidance, on the problems of staff within his/her management control.

Supervision received

The incumbent is accountable to the Procurement Manager and is guided by the Lesotho constitution, Public Service Act and associated regulations and the Public Procurement Regulations 2007.

Change management

The task requires a proven ability to champion, inspire and deliver change and continuous improvement in a results focused environment.

Knowledge management

The incumbent is to ensure that knowledge and information is recorded, shared, and utilised to the benefit of all.

Dexterity

The incumbent will require dexterity in the understanding and handling of figures.

Contacts

The incumbent is required to make and maintain regular professional contact with procurement staff in other organisations and with PPAD, the Office of the Accountant General, the Audit authorities, banking and financial institutions, the business community and the public.

Mental effort

The job requires very high mental effort in respect of the complexities of modern-day procurement, when handling and analysing figures, and in terms of conflict prevention and resolution.

Physical effort

This is considered minimal.

Emotional effort

The job requires the incumbent to prevent and, if necessary, resolve work-related problems amongst those staff members in his/her management control as well as the business community and the public. The incumbent must recognise when he/she needs to seek advice from the Procurement Manager or other senior staff as appropriate.

Unfavourable working conditions

This is considered minimal.

Hazards

This is considered minimal.

DEPARTMENT : HIGH COURT-LERIBE
JOB TITLE : EXECUTIVE SECRETARY
GRADE : F
RESPONSIBLE TO : JUDGE

JOB SUMMARY

The Executive Secretary is responsible for: production and distribution of documents, mail processing and records management; office management;

organization of official meetings, conferences and official entertainment; arrangement of official trips and visits; office security; supervision of staff to provide an effective administration support.

MAIN DUTIES

1.0. PRODUCTION AND DISTRIBUTION OF DOCUMENTS

- 1.1. Types correspondence and documents to put written communication into a legible presentation.
- 1.2. Seals classified documents to accord office secrecy.
- 1.3. Takes and transcribes dictation to a legible presentation to cut down on senior official's drafting time.
- 1.4. Photocopies documents to enable wide distribution.
- 1.5. Binds reports and other documents and distributes them as necessary for information.

2.0. MAIL PROCESSING AND RECORDS MANAGEMENT

- 2.1. Receives and records in-coming mail and forwards it to the Judge of the High Court to enable necessary action.
- 2.2. Registers out-going mail and instructs messenger on delivery/postage for record and appropriate dispatch.
- 2.3. Receives and transmits electronic messages as necessary to facilitate communication with outside persons and organizations.
- 2.4. Maintains a record system and files correspondence for access to information and reference.
- 2.5. Annotates mail to facilitate monitoring of action taken by appropriate officers and to control the flow of documents into the Judge's Chambers.
- 2.6. Annotates mail as necessary to indicate the urgency and/or importance of certain portions that require immediate attention.
- 2.7. Operates a reminder system for the Judge to enable timely and relevant action.

3.0. OFFICE ADMINISTRATION

- 3.1. Checks status of office equipment and furniture and recommends service/replacement as necessary to ensure continuity of services.
- 3.2. Receives and relays messages to facilitate the taking of appropriate action.
- 3.3. Receives visitors, attends to their requests and refers their queries to other officers as necessary to regulate and speed up the process of service delivery.
- 3.4. Maintains the Judges' diary to enable effective time management.

- 3.5. Arranges documents in the Judges' chambers to keep the chamber properly organized.
- 3.6. Prepares and submits on regular basis requisitions of things needed to procurement to ensure availability of supplies.
- 3.7. Keeps chambers books and publications for record and reference.
- 3.8. Sends out reminder notices regarding overdue books/publications for accountability and to enable wider circulation.

4.0. ORGANISATION OF OFFICIAL MEETINGS AND CONTROL ENTERTAINMENT.

- 4.1. Arranges facilities for hosting of meetings, conferences, workshops, seminars, and entertainment as assigned by the Judge to enable attendance and availability of essential requirements.
- 4.2. Issues letters of invitation for meetings, conferences and official entertainment and confirms attendance to facilitate participation and hosting logistics.
- 4.3. Communicates the Judges' acceptance/decline of invitation to facilitate hosting logistics and to avoid disappointments.
- 4.4. Maintains an official guest list to adhere to protocol practices and to avoid errors of omission.

5.0. ARRANGEMENT OF OFFICIAL TRIPS AND VISITS

- 5.1. Composes itinerary of business journeys for the Judge as assigned to enable successful travel.
- 5.2. Arranges entry visas, accommodation and transport for the Judge to enable successful stay and movement in the host country.
- 5.3. Checks and confirms the validity of travel documents and certificates of inoculation of the Judge in order to ensure adherence to immigration and health requirements of the host country.
- 5.4. Arranges appointments and leisure activities for official guests to ensure a hospitable visit.

6.0. OFFICE SECURITY

- 6.1. Closes windows and locks the entire Chamber and activates the alarm system to prevent loss and theft.
- 6.2. Locks in all classified correspondence and documents to prevent unauthorized access.
- 6.3. Switches off heating/cooling system on vacation of Chamber to prevent accidental fire occurrences.
- 6.4. Posts security procedures in the Judge's Chamber and own office in order to facilitate adherence to security.
- 6.5. Logs in the bios system of the computer to restrict access.

7.0. SUPERVISION OF STAFF

- 7.1. Occasionally conducts induction for subordinate staff in the cadre to enable their adaptation in their work.
- 7.2. Identifies training needs for subordinate staff and makes recommendations to the training officer to ensure continuous improvement.
- 7.3. May assign work to subordinate staff and checks progress to monitor flow and quality control.
- 7.4. May appraise subordinate staff to manage performance.

8.0. JOB SPECIFICATION

- Diploma in Secretarial Studies/Diploma in Office Administration and Management from a recognized institution **plus** 5 years' experience performing secretarial duties **plus** a typing speed of 60 wpm.

OR

- Certificate in Secretarial Studies **plus** eight (8) years' experience performing secretarial duties **plus** a typing speed of 60 wpm.

OTHER COMPETENCIES

- Must be proficient in both Sesotho and English languages.

NB: Audio transcription will be an added advantage.

DEPARTMENT : HIGH COURT
JOB TITLE : COURT INTERPRETER
GRADE : F
RESPONSIBLE TO : ASSISTANT REGISTRAR

JOB SUMMARY:

Under the general supervision of the Assistant Registrar the incumbent is responsible for interpretation of court proceedings.

MAIN DUTIES:

1. TO INTERPRETE AND TRANSLATE

- 1.1 Swears in witnesses.
- 1.2 Interprets court proceedings.
- 1.3 Translates records and correspondences.

JOB SPECIFICATION

- BA in Interpretation and Translation

KNOWLEDGE AND SKILLS

- Knowledge and experience of basic law
- Interpersonal skills
- Communication skills

RESPONSIBILITY

For work of others: Minimal

For property: Minimal

For effect of Errors: The incumbent is responsible for all errors committed in the execution of his/her duties.

COMPLEXITY

Authority for decision making: Minimal

Problem solving: Minimal

Supervision received: The incumbent is expected to report to Assistant Registrar.

EFFORT

Mental effort: The job requires a high level of concentration on coordinating and organizing.

WORKING CONDITIONS

Hazards: Minimal

DEPARTMENT : **HIGH COURT**
JOB TITLE : **SENIOR CHAUFFEUR**
GRADE : **F**
RESPONSIBLE TO : **ADMINISTRATION MANAGER**

JOB SUMMARY:

The incumbent is responsible for driving the Honourable Judge of the High Court at all times.

MAIN DUTIES:

1. Drives for the Honourable Judges of the High Court.
2. Checks vehicle daily before long journeys i.e. engine oil, petrol, wheel studs, brakes, lights, speedometer, mirrors, water and tires.
3. Maintains logbook and route orders.
4. Cleans the vehicle of the Honourable Judges inclusive of the engine.

JOB SPECIFICATION

- Should have a minimum education of C.O.S.C. plus two (2) years' experience as a driver
- Should be in possession of a valid driver's license.
- Should have passed an assessment test conducted by the office of the Traffic Commissioner – Traffic Department.
- Should be able to work during awkward hours.

OR

- Should at least have G.C.E plus three (3) years working experience as a driver.
- Should be in possession of a valid driver's license.
- Should have passed an assessment test conducted by office of the Traffic Commissioner – Traffic Department.
- Should be able to work during awkward hours.

DEPARTMENT : **HIGH COURT**

JOB TITLE : **RECORDER**

GRADE : **D**

NO. OF POS. : **2**

RESPONSIBLE TO : **ASSISTANT REGISTRAR**

JOB SUMMARY:

Under the general supervision of the Assistant Registrar, the incumbent is responsible for recording and transcribing court proceedings.

MAIN DUTIES:

1. TO RECORD COURT PROCEEDINGS

- 1.1 Marks tape to identify speakers.
- 1.2 Ensures that the recording machine is functioning properly.
- 1.3 Record the court proceedings.
- 1.3 Takes notes to identify speakers.

2. TO TRANSCRIBE COURT PROCEEDINGS

- 2.1 Produces a written transcription for the recorded court proceedings.
- 2.1 Ensures easy storage and retrieval of all recorded court proceedings.

JOB SPECIFICATION

- Diploma in Secretarial Studies with at least 45 wpm typewriting speed.

OR

- The incumbent must have knowledge of both official languages.

KNOWLEDGE AND SKILLS

- Knowledge and experience of basic law
- Interpersonal skills
- Communication skills
- Typing skills

RESPONSIBILITY

For work of others: Minimal

For property: Responsible for management of recording machine and tapes.

For effect of Errors: The incumbent is responsible for all errors committed in the execution of his/her duties.

COMPLEXITY

Authority for decision making: Minimal

Problem solving: Minimal

Supervision received: The incumbent is expected to report to Assistant Registrar.

EFFORT

Mental effort: The job requires a high level of concentration, coordination and organizing.

WORKING CONDITIONS

Hazards: Must be willing to bear the strain of earphone.

Applications on relevant forms of GP. 104 for serving officers and GP. 103 for job seekers accompanied by certified copies of educational Certificates, transcripts, ID, C. V's etc.... should be hand delivered to **Human Resources Division High Court:**

Not later than 17th May, 2024

M. P. Sekoai (Mrs.)
Registrar of the High Court