Ministry of Justice and Public Safety

VACANCY NOTICE

Particulars of the Post of Deputy Registrar of High Court

Applications are invited from suitably qualified persons for the post of Deputy Registrar of the High Court, Ministry of Justice and Public Safety. The details of the post are set out below:

Post:	Deputy Registrar
Minimum Qualifications:	A Bachelor of Law Degree
Salary:	$58,836.00
Travelling:	$6,348.00 per annum (provided the officer maintains a car for the performance of official duties).
Housing Allowance:	$14,400.00 per annum.
Telephone:	Free telephone (limited to local calls)
Payment in lieu of Private Practice:	In accordance with legal experience

***The Officer selected is required to contribute towards the Education Levy, Medical Benefits and Social Security Schemes of Antigua and Barbuda. There will also be a further deduction in the form of personal Income Tax. Employment will be subject to medical fitness.**

Vacation Leave:	Twenty-seven (27) working days per annum, and in accordance with existing regulations.
Sick Leave:	Thirty (30) calendar days during the period of twelve (12) months.
Duties:	(a) Supervision of the Registry in the absence of the Registrar and any other related duties assigned by the Registrar from time to time. (b) Processing of Probates, Letters of Administration, Small Estates, Unrepresented Estates. (c) Supervision of Births, Deaths and Marriages; including amendments, places of public worship, trade unions, newspapers, marriage officers, medical practitioners. (d) Assist the Registrar generally in managing the operations of the Division of the High Court of Justice.
Gratuity:	Twelve and a half percent (12.5%) of basic aggregate salary drawn during the period of employment.
Hours of Work:	(1) Mondays to Thursdays 8:00 a.m. to 4:30 p.m. Fridays 8:00 a.m. to 3:00 p.m. (2) Notwithstanding (1) above, the nature of the duties will require the Officer to perform work outside of the hours mentioned above, on Saturdays, Sundays and Public holidays when necessary.

Applications stating qualifications, experience, the names and addresses of at least two references, along with copies of Certificates should be sent on or before the 2nd day of June, 2008.

The Permanent Secretary
Ministry of Justice and Public Safety
Government Office Complex
Parliament Drive
St. John's
ANTIGUA