



## EXTERNAL ADVERTISEMENT

REF: RM 1/6/2 VII (169)

7 January 2021

### VACANCY : DEPUTY SHERIFFS

- 1 Post - Kasane
- 1 Post - Nata
- 1 Post - Jwaneng
- 1 Post - Tsabong
- 1 Post - Gantsi
- 1 Post - Kanye
- 1 Post - Mahalapye
- 1 Post - Hukuntsi
- 1 Post - Shakawe

**REGISTRAR & MASTER  
OF THE HIGH COURT**

**08 JAN 2021**

**ADMINISTRATION OF JUSTICE  
PRIVATE BAG 00220  
GABORONE**

### VACANCY CIRCULAR NO. 2 OF 2021

Applications are invited from suitably qualified citizens for the above post in the Administration of Justice.

**REMUNERATION** : Regulated by the Tariff of Deputy Sheriff's fees.

**LEAVE** : 24 working days per annum.

**QUALIFICATIONS:** Certificate in Law, commerce, accounts, tracing, auctioneering, or such related and equivalent field plus 10 years' relevant experience. Must have a clean criminal record.

**REQUIREMENTS:** Successful candidates who must be below 60 years of age enter into a Contract of Agency agreement with the Sheriff pertaining to the code of Conduct, operation of a Trust Account with a Commercial Bank in Botswana, lodging of a Security Bond to the value of one hundred thousand pula, identifiable premises to operate from, own motor vehicle, driver's licence, etc.

**MAIN PURPOSE OF THE JOB:**

- Discharge the functions of a Deputy Sheriff in the designated Districts as stipulated in the Court of Appeal Act, High Court Act, Rules of the Court of Appeal, High Court, Magistrates Courts or as directed by the Sheriff.

**SKILLS AND COMPETENCIES:**

- Integrity, Honesty and Reliability
- Botho
- Good Communication skills
- Analytical thinking

**APPLICATIONS:**

Quote the number of this Vacancy Circular and give the following details:

- (a) Full name, address, date and place of birth
- (b) Brief summary of career duties (CV)
- (c) Certified copies of certificates and recent references not more than three (3) months old.
- (d) Date of first appointment
- (e) Present post and date of appointment

Applications should be addressed to -



Chief Registrar  
High Court  
Private Bag 00220  
Gaborone

OR HAND DELIVER @ CBD, HIGH COURT, 1<sup>ST</sup> FLOOR, RECORDS  
OFFICE

**IMPORTANT**

Applications from Public Service Officers must be routed through their Heads of Department and Permanent Secretaries. Applications not so routed will not be considered.

**NB: Only short-listed applicants will be responded to.**

**FOR MORE INFORMATION, CONTACT:**

Ms Gloria Mogamisi – Tel:- 3718139

**Closing Date: 22<sup>nd</sup> JANUARY 2021**

