

**REPUBLIC OF BOTSWANA**  
**THE ADMINISTRATION OF JUSTICE**



**EXTERNAL ADVERTISEMENT**

**REF: 1/6/2 VI**

**1<sup>ST</sup> JUNE 2021**

**VACANCY CIRCULAR NO. 4 OF 2021**

**VACANCY: DEPUTY REGISTRAR AND MASTER OF THE HIGH COURT OF BOTSWANA (3 POSITIONS TENABLE AT: 2x GABORONE, 1x MAUN).**

The Judicial Service Commission invites suitably qualified visionary, self-driven and results oriented Botswana citizens to apply for the 3 vacant positions of Deputy Registrar and Master of the High Court, tenable at the Headquarters of the Judiciary in Gaborone and at the Maun High Court Division.

**MAIN PURPOSE OF THE JOB.**

To plan, manage and coordinate the successful implementation of the mandate of the Administration of Justice including but not limited to the following:

**KEY PERFORMANCE AREAS**

**1. JUDICIAL AND LEGAL ADMINISTRATION**

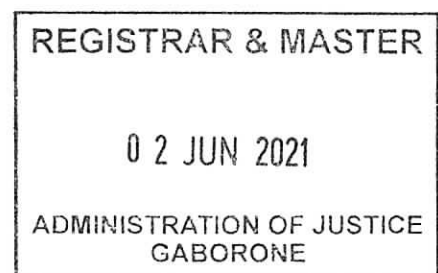
- Performing all the functions of the Registrar as set out under Section 16 – 18, Part III of the High Court Act and of the Master as set out in the Administration of Estates Act.
- Perform such duties and exercise jurisdiction in the exercise of the powers of the court as may from time to time be prescribed by the High Court Act or any other written law or as may from

time to time be directed either generally or specially by the Chief Justice.

- Coordinate the successful implementation of reforms in the Administration of Justice such as Judicial Case Management, Case Record Management Systems.
- Supervise and manage Court Registries.
- Ensure efficient execution of Court processes by administering the High Court, Court of Appeal, Magistrates Courts Act and the accompanying Rules, Directives and guidelines.
- Exercise the functions of the Master of the High Court by managing the Guardian's Fund, Trusts, Deceased Estates and presiding over Company Liquidations and sequestrations etc.
- Manage and maintain efficient and effective communication with external stakeholders.
- Undertake any other duties as assigned by the Chief Justice and the Chief Registrar.
- Implement applicable Government Policies and other initiatives.
- Facilitate the planning and management of Human Resources, budget, finance, accounts and assets of the Administration of Justice.
- Supervise Magistrates.

## **2. POLICY**

- Develop, administer and review sound and effective policies and procedures for the management of the operations of the Judiciary.
- Formulate, implement and monitor sound and effective judicial practices and quality delivery of Justice.



- Initiates sound policies, strategies and operational guidelines based on the Trust Property Control Act.
- Facilitates the development, and coordinate implementation of conditions of service for Judges of the High Court, Court of Appeal and Magistrates.

### **3. ADMINISTRATION**

- Facilitate the development, monitoring and revision of strategic plans for the Administration of Justice in line with the National Development Plans and Government policies.
- Initiate, plan and monitor staff and organisational performance.

**SALARY:** F2: (BWP 524, 712 per annum)

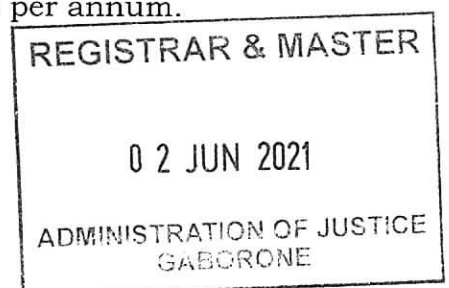
**LEAVE:** 30 working days per annum

**QUALIFICATIONS:** A Bachelor's degree in Law (LLB) from University of Botswana (or other recognised University or Institution) and minimum of sixteen (16) years post qualification experience.

In the case of serving officers, they must have served a minimum of at least two (2) of these years as Senior Assistant Registrar at E1 scale or equivalent in the Private or Parastatal sector or at least two (2) years as Chief Magistrate.

### **BENEFITS:**

- i) Optional contributory Medical Aid Scheme (Government pays 50% employee pays 50%).
- ii) Contributory Pension Fund Scheme (Government pays 15% employee pays 5%).
- iii) Scarce skill allowance at 35% of basic salary, which is subject to review from time to time.
- iv) Robing allowance at BWP 309.00 per month.
- v) Entertainment Allowance at BWP 10, 273.80 per annum.



- vi) Housing Allowance at 2% of Basic Salary
- vii) Free Wi-Fi at residence.

**APPLICATIONS:**

1. Applicants should quote the reference number of this vacancy circular and give the following details:
  - i. Full names, address, date and place of birth as well as a brief summary of career (C.V).
  - ii. Certified copies of transcripts, Academic and Professional Certificates; National identity card (Oman).
  - iii. At least two (2) recent references, not more than three (3) months old, confirming suitability for the position.
  - iv. Date of first appointment, present post, salary scale and date of appointment thereto.
  
2. In the case of serving Public officers their applications **must** be routed through their Heads of department and Permanent Secretaries or Accounting Officer. Applications not so routed will not be considered.

**IMPORTANT:** Applications should be addressed to: The Secretary, Judicial Service Commission, Private Bag 00220, **GABORONE OR** hand delivered at the 1<sup>st</sup> Floor High Court, Office D1 017, CBD - Gaborone.

For further information please contact the Judicial Service Commission Secretariat @ Tel: 3718042.

**CLOSING DATE: Friday 11<sup>th</sup> June 2021.**

