



JUDICIAL SERVICE COMMISSION

INFO-PACK FOR VALIDATION OF ADMINISTRATIVE AND OTHER STAFF OF THE JUDICIARY SERVICE

Vision

An effective, responsive and efficient judicial service

Mission

To foster an accountable and effective judicial service through competence-based recruitment, disciplinary control, stakeholder engagement, and public and judicial education.

Theme

People's Bridge to Justice.

VALIDATION EXERCISE FOR THE ADMINISTRATIVE AND OTHER STAFF OF THE JUDICIARY SERVICE

To secure the smooth transition of the Administrative Staff from the Public Service to the Judiciary Service.

Introduction:

Article 148A of the Constitution of the Republic Of Uganda, as amended, states that 'notwithstanding Article 172(1)(b), the Judicial Service Commission shall be responsible for the appointment, discipline and removal of such staff of the Judiciary as may be prescribed by Parliament'.

Under the Administration of the Judiciary Act, 2020, a critical transition is underway for Judiciary staff transitioning from the Public Service to the Judiciary Service. To facilitate this

process, the Judicial Service Commission (JSC) is conducting a validation exercise for staff who will choose to join the Judiciary Service.

Section 13(2) of the Administration of the Judiciary Act, 2020 prescribes the Staff of the Judiciary Service.

Purpose of the Validation Exercise

The purpose of this Validation exercise is to manage the transition process of Administrative and other Staff of the Judiciary from the mainstream Public Service to the Judiciary Service.

Secondly, it will provide the staff of the Judiciary with information about the transition in order for them to make an informed decision on whether to remain in the Public Service or transit to the Judiciary Service.

Thirdly, this Validation exercise will ensure a smooth transition of the Administrative staff from the Public Service to the Judiciary Service.

This Validation exercise will involve physical interaction with the Administrative and other Staff of the Judiciary to ascertain their personal details, Employment Status and Terms and documentation.

Expected Outcomes of the Validation Exercise

- (i) Administrative Staff of the Judiciary Service validated;
- (ii) Human Resource data bank on the current Administrative and other staff of the Judiciary Service established;
- (iii) Management of Administrative and other staff of the Judiciary Service coordinated and streamlined;
- (iv) Transition of Administrative and other staff of the Judiciary Service from the mainstream Public Service to the Judiciary Service achieved;
- (v) Administrative and other staff who have elected to remain under the main stream Public Service identified;
- (vi) Appropriate recommendations on Administrative and other staff of the Judiciary Service made to the Judiciary and the Ministry of Public Service for further management.

Methodology

- (i) To notify the Chief Justice and the Members of Top Management of the Judiciary about the Validation Exercise, the designated centres and dates for validation for each category of Court;
- (ii) The exercise will be conducted using the staff lists provided by the Judiciary for the designated centres;
- (iii) The Commission will offer online registration platforms on the links provided below to all administrative and other staff to register and upload all required information and documentation regarding their particulars in respect to the Validation Exercise;
- (iv) **Designated Centres:**
There will be **20** designated Validation centres as covering:
 - Supreme Court
 - Court of Appeal
 - High Court Headquarters, Divisions and Circuits
 - Chief Magistrates Courts
 - Magistrate Courts
- (v) The following emails shall be used by the Administrative and other staff for the Validation Exercise in their respective Regions:
 - Central Region email: centralval@jsc.go.ug
(Covering: **Buganda Region**)
 - Northern Region email: northval@jsc.go.ug
(Covering: **Lango, Acholi, Karamoja Regions**)
 - West Nile Region email: wnileval@jsc.go.ug
(Covering: **West-Nile Region**)
 - Western Region email: westval@jsc.go.ug
(Covering: **Bunyoro, Tooro, Ankole, Rwenzori, and Kigezi Regions**)
 - Eastern Region email: eastval@jsc.go.ug
(Covering: **Busoga, Bukedi, Bugisu, Teso and Sebei Regions**)

- (vi) Each Administrative Staff of the Judiciary is required to interface in person with Teams from the Commission that will be conducting the Exercise in the designated Validation Centres on the dates provided in the Work-plan attached.
- (vii) Process and analyze data collected and render a Report.
- (viii) Dissemination of report findings to the Judiciary and other stakeholders.

Documents required for Validation of each Administrative Staff:

For purposes of the Validation Exercise, the following documents will be required to be produced by each Administrative Staff of the Judiciary.

The documents to be produced should be Original documents and copies thereof **Certified by the Issuing Authority or Institution.**

1. Letter of First Appointment
2. Letter of current/substantive Appointment
3. Letter of Confirmation
4. Latest Pay-slip
5. Posting/Transfer Letters to current station
6. Certified Academic Documents by the Issuing Institution
 - PhD
 - Master's Degree Transcript
 - Master's Degree Certificate:
 - Bachelors' Degree Transcript:
 - Bachelors' Degree Certificate:
 - Diploma Transcript:
 - Diploma Certificate:
 - A' Level Certificate:
 - O' Level Certificate:
 - Any Professional Certifications

General information

1. **Form A** should be filled by all Administrative and other Staff of the Judiciary who elect to remain in the Public Service;
2. **Form B** should be filled by Administrative and other Staff of the Judiciary who elect to transfer to the Judiciary Service;
3. **Form C** should be filled by Administrative and other Staff of the Judiciary who were appointed by the Judicial Service Commission since 2022.
4. Only documents specified in the Judicial Service Commission Validation forms should be submitted/enclosed as a **single PDF document** Online using the emails provided.
5. This Validation process is free. No one should pay money to anyone for any service relating to this validation exercise and its processes.
6. The administrative staff of the is liable for:
 - a. The accuracy of the statements or disclosures made.
 - b. Certification of documents (only by the issuing authority)
 - c. Any misrepresentation of information
 - d. Authenticity of the documents submitted
7. Uploading of information in relation to this Validation exercise will be from **12th February 2024 to 11th March 2024**.
8. The physical validation exercise at the designated Centres run between **18th March 2024 and 19th April 2024**.
9. If for any reason you miss the Validation on the designated dates, you are advised to report to the nearest Validation Centre as per the schedule or to The Judicial Service Commission Headquarters, 8th Floor of Kingdom Kampala.
10. Any clarification regarding this validation exercise should be sent to the Secretary, Judicial Service Commission on Email: validation2024@jsc.go.ug
11. The focal point person for this Validation exercise is the Ag. C/HRM, who can be reached on mobile number: **0741 244 398 (for calls, SMS and WhatsApp)**.

FREQUENTLY ASKED QUESTIONS

- i. **Do I need money to have my information validated?**
No, the exercise is free and will be facilitated by JSC teams in your area on communicated dates.
- ii. **What happens if I don't turn up for the validation exercise?**
If you do not turn up, the Commission will investigate why you failed to turn up for the Exercise.
- iii. **Where and when should I go for validation?**
All staff will be required to report to the designated Validation Centres on the dates and time as per the schedule.
- iv. **What is the implication of the functioning of courts during this exercise?**
The Commission has published a detailed Validation program to all Administrative and other Staff of the Judiciary through the Chief Justice, Permanent Secretary/Secretary to the Judiciary and the Chief Registrar.
- v. **How will I make it to the designated Validation Centres?**
All Staff will be expected to transport themselves to the designated Validation Centres by public transport. Reimbursement of transport fare by public means as per current public transport rates will be provided.
- vi. **What are the expectations of the Validation Exercise?**
The Terms and Conditions of Service at the time of Validation remain the same.