



THE REPUBLIC OF UGANDA

JUDICIAL SERVICE COMMISSION

PLOT 6/7 PARLIAMENT AVENUE FARMERS HOUSE GROUND FLOOR. P.O. BOX 7679, KAMPALA - UGANDA
TEL:256-414 344 154. TOLL FREE LINE: 0800100222. Website: www.jsc.go.ug Email: info@jsc.go.ug



VACANCIES

Applications are invited from suitable and eligible Ugandans to fill the following vacant posts available in the Financial Year 2017/18, in the Courts of Judicature as specified below :

Applications on Public Service Form 3 (Revised 2008) should be submitted in triplicate to **The Secretary Judicial Service Commission (JSC), Farmers House Ground Floor P.O Box 7679, Kampala** or online submissions in a single document can be sent to: **applications2018@jsc.go.ug** which should be received not later than **5:00pm** on **2nd February, 2018**. Applications should bear the title of the post applied for as well as the reference number specified against the vacancy.

Applicants should attach on each duly completed Form, a Curriculum Vitae (CV) containing the names and contacts of at least two (2) referees, a recent passport size photograph, copies of academic certificates and transcripts, a copy of the National ID and a birth certificate. Applicants already in Public Service should attach a copy of their latest IGG acknowledged Declaration Certificate of Income, Assets and Liabilities where applicable. Please note that only short listed candidates will be contacted.

Post : Registrar
Reference: HRM /77/ 182/ 02
Salary Scale: U1SE
Number of Vacancies: 05
Age Limit: 30 years and above

Minimum Qualifications:

Applicants should be Ugandans in possession of a Bachelor of Laws (LLB) Degree from a recognized University / Institution plus a Postgraduate Diploma in Legal Practice from the Law Development Centre or any other recognized University / Institution within the East African Region. A Master's degree in a relevant field will be an added advantage.

Working Experience:

Applicants should have served with high level of integrity, efficiency and effectiveness for at least two (2) years of working experience as Deputy Registrar in Government or its equivalent from a reputable organization / institution..

The successful candidate will be responsible to the Chief Registrar in performing the following duties:

1. Responsible for the Chief Magistrate and other Staff
2. Handling the day to day duties of the assigned Registry
3. Performing judicial functions within his/her jurisdiction in a given Court
4. Making monthly reports on the position of the cases in the Courts of Judicature
5. Assisting the Judge(s) in the management of Court premises , equipment /tools and other logistics
6. Planning for and managing Court sessions in consultation with the Judge(s)
7. Handling any other duties that may be assigned by the Chief Registrar.

Post : Deputy Registrar
Reference: HRM / 77 / 182 03 VOL.II
Salary Scale: U1SE
Number of Vacancies: 04
Age Limit: 30 years and above

Minimum Qualifications:

Applicants should be Ugandans in possession of a Bachelor of

Laws (LLB) Degree from a recognized University / Institution plus a Postgraduate Diploma in Legal Practice from the Law Development Centre or any other recognized University / Institution within the East African Region. A Master's degree in a relevant field will be an added advantage.

Working Experience:

Applicants should have served with high level of integrity, efficiency and effectiveness as Assistant Registrar in Government or its equivalent from a reputable organization / institution.

The successful candidate will be responsible to the Registrar in performing the following duties:

1. Assisting the Registrar in the administration of duties of the assigned Registry
2. Performing judicial functions within his/ her jurisdiction in a given court
3. Making monthly reports on the position of the cases in the Courts of Judicature
4. Assisting the Registrar in the management of Court premises, equipment /tools and other Logistics
5. Overseeing the proper management of Registries
6. Planning for and managing Court sessions in consultation with the Registrar
7. Supervising staff directly under him/her
8. Serving as case managers
9. Accounting for the resources for the respective Registries and Courts
10. Carrying out inspection of Courts
11. Handling any other duties that may be assigned by the Registrar.

Post : Assistant Registrar
Reference: HRM /77 / 182 / 04
Salary Scale: U1SE
Number of Vacancies: 01
Age Limit : 30 years and above

Minimum Qualifications :

Applicants should be Ugandans in possession of a Bachelor of Laws (LLB) Degree from a recognized University / Institution plus a Postgraduate Diploma in Legal Practice from the Law Development Centre or any other recognized University / Institution within the East African Region.

Working Experience:

Applicants should have at least two (2) years of working experience as a Chief Magistrate or its equivalent from a reputable organization / institution.

The Assistant Registrar will assist the Registrar or Deputy Registrar in performing the following duties:

1. Administration of duties of the assigned Registry
2. Performing judicial functions within his/her jurisdiction in a given Court
3. Making monthly reports on the position of the cases in Courts of Judicature
4. Management of Court premises, equipment /tools and other logistics
5. Planning for and managing Court sessions in consultation with the Registrar
6. Supervising staff directly under him/her
7. Handling any other duties that may be assigned by the immediate supervisor.

Post : Chief Magistrate
Reference: HRM / 77 / 204 /03 VOL III
Salary Scale: U1SE
Number of Vacancies: 13
Age Limit : 30 years and above

Minimum Qualifications :

Applicants should be Ugandans in possession of a Bachelor of Laws (LLB) Degree from a recognized University / Institution plus a Postgraduate Diploma in Legal Practice from a recognized University / Institution within the East African Region.

Working Experience:

Applicants should have served as a Senior Principal Magistrate Grade I for at least 3 years or Principal Magistrate Grade 1 for at least 5 years or Senior Magistrate Grade I for at least 6 years, Magistrate Grade I for atleast 8 years in Government or its equivalent level of experience from a reputable organization/institution.

The successful candidate will be responsible to the Registrar (Magistrates Affairs) in performing the following duties:

1. Hearing both Civil and Criminal cases
2. Writing and delivering judgments
3. Making monthly reports on the position of cases in the Court(s) of Jurisdiction
4. Administering and supervising Staff in the Magisterial Area
5. Providing support supervision to lower Courts
6. Inspecting places of detention in their areas and chairing District Chain Linked Committee meetings
7. Accounting for resources disbursed to him/her
8. Responsible for Court premises and logistics directly under him/her
9. Overseeing the proper management of registries
10. Handling any other duties that may be assigned to him/her by the supervisor.

Post : Magistrate Grade I
Reference: HRM / 77/ 204 / 01 VOL.III
Salary Scale: U4
Number of Vacancies: 6
Age Limit: 25 years and above

Minimum Qualifications :

Applicants should be Ugandans in possession of a Bachelor of Laws (LLB) Degree from a recognized University / Institution plus a Postgraduate Diploma in Legal Practice from the Law Development Centre or any other recognized University / Institution within the East African Region.

The successful candidate will be responsible to the Chief Magistrate in performing the following duties:

1. Adjudicating Civil and Criminal Cases under his/ her jurisdiction
2. Writing and delivering Judgments
3. Supervising staff directly under him/her
4. Making monthly reports on the position of the cases in their Courts of the Jurisdiction
5. Accounting for resources disbursed to him/her
6. Responsible for Court premises , registries and logistics directly under him/her
7. Handling any other duties that may be assigned to him/her by Chief Magistrate.

Dr. Rose Nassali Lukwago

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Secretary, Judicial Service Commission

MISSION

“To establish and maintain an independent and efficient machinery for administering justice for all in Uganda, through recruiting, training and disciplining judicial Officers and promotion of public awareness and access to justice”.