

# INTERNAL ADVERT No. 1 OF 2021



52.

## JUDICIAL SERVICE COMMISSION

INTERNAL ADVERT No.1 of 2021



**PLOT 16 MACKINNON ROAD LOTIS TOWERS, 6<sup>TH</sup> – 8<sup>TH</sup> FLOOR P.O BOX 7679, KAMPALA - UGANDA**  
**TEL:256-414 344 154. TOLL FREE LINE: 0800100222. Website: [www.jsc.go.ug](http://www.jsc.go.ug) Email: [info@jsc.go.ug](mailto:info@jsc.go.ug)**  
**VACANCIES**

Applications are invited from suitable and eligible Ugandans already in service to fill the following vacant posts available in the Judiciary Service as specified below:

Applications on Public Service Form 3 (Revised 2008) should be submitted online to the Secretary Judicial Service Commission (JSC), in a single document to: [applications2021@jsc.go.ug](mailto:applications2021@jsc.go.ug) with hard copies to the Office of the Secretary Judicial Service Commission, **LOTIS TOWERS, 6<sup>TH</sup> – 8<sup>TH</sup> FLOOR P.O. Box 7679, KAMPALA**, which should be received not later than 5:00 p.m of 15<sup>th</sup> February 2021. 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, an up to date Curriculum Vitae (CV) containing the names and contacts of at least two (2) Professional and two(2) Character referees, a recent passport size photograph, certified copies of academic certificates and transcripts and a copy of the National ID. Applicants already in Judiciary Service/Public Service should attach a copy of their latest IGG acknowledged Declaration Certificate of Income, Assets and Liabilities where applicable. In addition, all applicants for any of the positions on offer, are required to submit a self-assessment declaration on competences whose details and format can be accessed at [www.jsc.go.ug](http://www.jsc.go.ug)

<b>1. Post</b>	:	<b>Registrar</b>
<b>Reference</b>	:	<b>HRM/77/182 /02 Vol.2</b>
<b>Salary Scale</b>	:	<b>U1SE</b>
<b>Number of Vacancies</b>	:	<b>01</b>

### Minimum Qualifications & Experience:

Applicants should be Ugandans in possession of a Bachelor of Laws (LLB) Degree from a recognized University / Institution plus a Post Graduate Diploma in Legal Practice from the Law Development Centre or a recognized Institution. Applicants must have served as a Deputy Registrar. Any advanced Post Graduate qualification in the relevant field or management will be an added advantage.

### Duties:

1. Handling the day to day 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

