



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

Office of

Master of the High Court (Group J1), Judiciary

Applications are invited from suitably qualified persons for appointment to the office of **Master of the High Court (Group J1), Judiciary** for initial assignment to either the Family and Children Division or Criminal/Civil.

The incumbent is required to exercise the authority and jurisdiction of a Judge in Chambers by hearing civil and criminal matters.

Minimum qualifications:

- *LLB and an LEC- Legal Education Certificate*
- *Admission to practise Law in Trinidad and Tobago*

Minimum Experience:

- *Seven (7) years as an Attorney-at-Law.*
- *Extensive knowledge of the Laws of Trinidad and Tobago*
- *Extensive knowledge of the Workmen's Compensation Act*
- *Extensive knowledge of rules of Practice & Procedures of the Supreme Court*
- *Extensive knowledge of Government procedures and practices*
- *Experience in Civil and Public law and procedures*

SKILLS

- *Superior Communication skills – written and oral*
- *Superior Negotiation and Mediation Skills*

- *Proficiency in Microsoft Office Suite*

Salary:

Group J1: \$32,700 per month

For further details persons wishing to apply can access the Advertisement, the Application Form No.Sc-125 and the Job Specification at the Service Commissions Department and on the website at www.scd.org.tt

Interested persons must submit their applications no later than **21st March, 2018** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted; and
- b) Applications which are deemed incomplete and unsuitable
- c) The Application Checklist.

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE THE APPLICANT'S ELIGIBILITY.