



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT

VACANCY NOTICE

JOB TITLE: COURT ADMINISTRATOR

MINISTRY: JUDICIAL ADMINISTRATION

DEPARTMENT: JUDICIAL ADMINISTRATION

LOCATION: PROVIDENCIALES (This job is based in Providenciales but the post holder will have responsibilities in other islands where court offices/buildings are located).

JOB SUMMARY

The Court Administrator will provide support to the Chief Justice with strategic planning, organizing and directing of the non-judicial and administrative functions of the Judiciary. Under the direction of the Chief Justice, the Court Administrator plans and oversees the administrative operations and facilities of the Courts. The post holder will also have financial responsibilities.

KEY DUTIES AND RESPONSIBILITIES

1) ADMINISTRATIVE

The Court Administrator will:

- a) coordinate and supervise the performance of non-judicial tasks of the court;
- b) provide general administrative support for all Judicial Officers as required;
- c) Liaise with the Registrar and line managers to handle personnel needs including advising on and coordinating the employment of additional support staff as agreed with line managers.
- d) set up a monitoring and evaluation mechanism to track performance for the staff, and projects of the Judiciary.
- e) generate detailed statistical information and analytical reports on the operations of the Court as requested by the Chief Justice





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2) FINANCIAL

- a) Provide monthly accounting to the Accountant General on the running of the Court Escrow Account.
- b) Undertake financial responsibilities as Accounting Officer
- c) Developing budget proposals for the operation of the Courts under the direction of the Chief Justice.
- d) Being responsible for disbursements and the general expenditure of the Judiciary as approved by the Chief Justice.

3) PROJECT IMPLEMENTATION

- a) Implement projects designed by, with, or agreed to, by the Chief Justice as essential for the promotion of access to justice.
- b) Identify and recommend policies, procedures, and projects to improve efficiency in justice delivery, in line with the objective of increasing access to justice.
- c) Ensure that the procurement of equipment, services etc. are in keeping with the TCIG's procurement policy.

4) MAINTENANCE OF COURT FACILITIES

- a) Address the problems associated with the physical court facilities and court security.
- b) Maintain property control and keep an inventory of furniture and equipment procured by or furnished to the Court.
- c) Be responsible for the equipping and maintenance of the Court's facilities, equipment and other work tools for all staff.

5) PUBLIC RELATIONS AND PROTOCOL

- a) Be responsible for the Image-Building of the Judiciary including mounting campaigns in line with the judiciary's duty of providing access to quality justice.
- b) Be responsible for designing and implementing appropriate protocol courtesies for Judges and Magistrates including travel arrangements in accordance with the TCIG Travel Policy.





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6) MISCELLANEOUS

- a) Performing related duties as assigned by the Chief Justice.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

The post holder must possess:

- At least a Bachelor's degree in Law, Business Administration, or Public Administration, or Accounting, a Master's Degree in any of the fields will be an asset.
- At least five (5) years' experience in a senior management level, legal environment, or an equivalent administrative level in the government.
- Strong written communication skills and the ability to draft meaningful reports various types of correspondence and procedure manuals.
- The position requires a minimum of five (5) years progressively responsible directly related experience.

REMUNERATION PACKAGE

Salary: Grade 9.1 \$75,363per annum

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

Application Procedure:

A Curriculum Vitae with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable).

Shortlisted candidates must submit a Police Certificate.





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Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers OF TCIG must apply through their Head of Department.

Applications without supporting documents will not be processed.

Please note that only persons selected for an interview will be contacted.

APPLICATION DEADLINE: 28th November 2025

