



Belize Family Court

P.O. Box 1185

Telephone Numbers: 501-227-4114, 4107, 6021

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

DIRECTOR OF THE BELIZE FAMILY COURT-ATTORNEY GENERAL'S MINISTRY

The Director is responsible for the overall supervision of the operations of the Family Court. The Director shall be answerable to and supervised by the Chief Justice.

Applicant must:

- ❖ Be a qualified Solicitor/ Lawyer, or Attorney at law and have been call to the bar in a Commonwealth jurisdiction; and
- ❖ Be in possession of Bachelor's in Law (LLB)
- ❖ Be in possession of a Certificate in Legal Education (CLE)

PayScale 25 (\$42,862 x 1,480 - \$70,982)

Ministry/Department/Unit: Belize Family Court

Position Title: Director

Salary Pay Scale: 25

Age Limit: 30 years and above

Years of Experience in Related Field: 5 years

Analysis of position:

(a) Essential Duties and Responsibilities:

1. Supervise the Magistrates and Coordinators.
2. Establish operational policies for the day-to-day operations of the Court.

3. Establish collaborative networks between the Court and other agencies.
4. Sit as a Magistrate.
5. Liaise with the Chief Magistrate to establish standardization of Family Court policies and practice in District Magistrate Courts.
6. Conduct performance appraisals for senior staff, Magistrate, Coordinator and the Clerk of Court.
7. Oversee the monitoring and evaluation of court services.
8. Supervise the preparation and advocate for the annual budget for the Family Court.
9. Develop continuous professional development training for Magistrates and Coordinators of the Family Court.
10. Recommend the hiring and termination of staff.
11. Facilitate the preparation of reports required by the Chief Justice.
12. Address client's complaints where necessary.

Interested persons may applied in writing to:

**The Secretary,
Judicial and Legal Services Commission
Ground Floor, Sir Edney Cain Building
Belmopan City, Cayo District
Belize, Central America
Telephone number: 822-2204 or 822-2235
Email address: ceo@mps.gov.bz**

Deadline for receipt of applications: **December 20, 2022**

Please Note: Only suitable qualified applicants will be acknowledged.

The Judicial and Legal Services Commission does not bind itself to make an appointment from among those persons who apply.