

Deputy Director, Information and Records Management at Judicial Service Commission

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Job Description

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The Judicial Service Commission (JSC) is a part-time constitutional commission established under Article of the Constitution and its membership comprise of: The Chief Justice who is the Chairperson One Supreme Court judge; One Court of Appeal judge One High Court judge One Magistrate The Attorney General Two advocates (one woman and one man); One person nominated by the Public Service Commission; One woman and one man to represent the public, not being lawyers, appointed by the President with the approval of the National Assembly. Our Mandate The Judicial Service Commission is an independent Commission established under Article of the Constitution. Its mandate as stipulated in Article of the Constitution is to promote and facilitate the independence and accountability of the Judiciary and the efficient, effective and transparent administration of justice. Our Functions Recommend to the President persons for appointment as judges. Review and make recommends on condition of service for judges (other than their remuneration), judicial officers and staff of the Judiciary. Receive complaints against, investigate and remove from office or otherwise disciplining registrars, magistrates, other judicial officers and other staff of the Judiciary. Prepare and implement programmes for the continuing education and training of judges and judicial officers. Advise the national government on improving the efficiency of the administration of justice.

JOB REFERENCE NUMBER: V/No.12/

Job Purpose:

The job holder will be responsible for overseeing and managing Library, Museum and Records services.

Key Duties and Responsibilities:

Overseeing development and implementation of Information, Museum and Records Management policies and strategies;

Coordinating development of repositories and Knowledge Management;

Coordinating the management of Library and Records Management Systems;

Overseeing Library, Museum and Records Management operations;

Spearheading acquisition and cataloguing of museum Collections;

Overseeing custody of the information materials, records and museum collections;

Developing standards for management of information resources, records and museum services;

Overseeing the development of Library users training programmes;

Coordinating with relevant Government agencies on appraisal and disposal of records;

Coordinating the preparation of records for disposal in accordance with statutory rules and regulations;

Ensuring safe custody of the information and records;

Ensuring the development of educational and public outreach programmes;

Advising on appropriate information, records and museums management practices;

Overseeing implementation of Library, Records Information Management Systems;

Preparing and submitting periodic management reports;

Overseeing the implementation, monitoring and review the unit's annual budgetary allocations; and

Overseeing Performance Management, mentoring, guidance and counselling of staff.

Job Requirements: Academic and Professional Qualifications

For appointment to this grade, the applicant must have: –

Bachelor's degree in any of the following disciplines: – Records Management, Information Science, Library Science and Knowledge Management or its equivalent qualification from a recognized institution;

Master's degree in any of the following disciplines: – Library Sciences, Records Management, Information Science, Knowledge Management or its equivalent qualification from a recognized institution/Membership to a relevant professional body;

A Course in Strategic Leadership Development from a recognized institution;

Proficiency in Computer Applications; and

Meet the Requirements of Chapter Six of the Constitution.

Experience:

Minimum twelve years relevant work-experience with at least six years in Middle Level Management.

Job Core Competencies:

Strategic Leadership & Good Interpersonal Skills;

Excellent written and oral communication skills;

Analytical & Negotiation Skills;

Organizational and planning skills;

Confidentiality, Integrity;

Attention to details and accuracy;

Rational Decision-Making Skills;

Time Management and the ability to prioritize work; and

Research and Data Management Skills

Applicants should upload soft copies of the following documents to the online

application-

A letter of application;

A detailed and updated curriculum vitae, to include background information such as past employment record (if any).

Names of three referees; two professional referee and one character reference;

Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;

Copies of academic and professional certificates, testimonials and academic transcripts;

Applicant's recent coloured passport size photograph.

TERMS OF SERVICE: Five Years Contract

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