



VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the position of **Regional Mediation Coordinator**, Eastern Caribbean Supreme Court Headquarters, Castries, Saint Lucia.

JOB DESCRIPTION

JOB TITLE : Regional Mediation Coordinator
REPORTS TO : Chief Justice
SUPERVISES : Mediation Assistant

A. DUTIES AND RESPONSIBILITIES

The incumbent is required to perform the following duties:

1. Overall coordination and development of court-connected mediation programmes in all Member States and Territories.
2. Provide information and technical assistance to the Mediation Coordinator in each Member State and Territory.
3. Assist with Mediation replication in Member States and Territories and monitor programmes closely to avoid duplication of efforts.
4. Establish a system for monitoring Mediation in Member States and Territories to ensure that standards and the overall quality of the Mediation programme are maintained.
5. Monitor and evaluate the Mediation programme and make recommendations for improvements, after consultation with the Chief Justice.

6. Ensure enforcement of Regional Policy and harmonization across all Member States and Territories.
7. Collect data from all Mediation offices; maintain records and reports; and present periodical reports to the Chief Justice on the overall productivity and effectiveness of the Mediation programme.
8. Assist in the preparation of training and orientation courses for all Court personnel dealing with Mediation.
9. Ensure collection of mediation fees.
10. Liaises with High Court Offices in all Member States and Territories in relation to mediation activities.
11. Perform such other duties as may be assigned from time to time.

B. QUALIFICATIONS AND EXPERIENCE

This post requires a Certification in Mediation and a Bachelor's Degree in a related field. Applicants should also have knowledge of the Law, Project Management, Monitoring and Evaluation, Training and Facilitation and proficiency in the use of technology including MS Office Suite; **plus** a minimum of two (2) years relevant leadership experience in a similar environment.

C. COMPETENCIES AND SKILLS

The Officer's competencies and skills should include:

1. Excellent interpersonal relations.
2. Excellent oral and written communication skills.
3. Sound judgment and decision-making ability.
4. Good planning and organization skills.
5. Knowledge of and ability to interpret relevant laws.
6. Familiarity with the application of and use of technology.
7. Emotional intelligence.

8. Conflict Resolution skills.
9. Monitoring an Evaluation.
10. Project Management.
11. Analysis and Reporting.

[4] REMUNERATION

Salary shall be commensurate with the successful applicant's qualifications and experience.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
P.O. Box 1093
Castries
Saint Lucia, West Indies.

To arrive no later than **Friday, 18th October 2019.**

NB: Applications may also be submitted via email to jisc@eccourts.org. Only the candidates with the best qualifications and experience will be shortlisted for interview. We are sorry but due to the volume of applications, only short-listed candidates will be contacted.