



SENIOR COURTS OF BELIZE

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

MASTER OFFICE OF THE CHIEF JUSTICE

Applicants for the position of Executive Legal Assistant:

- [a] must possess a Bachelor of Laws Degree and a Certificate in Legal Education or equivalent qualification and be qualified to practice as an attorney-at-law or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters, and be called to the Bar in a Commonwealth country and possess specialized training in specific areas; and
- [b] must be in good health.
- [c] must be a person who conducts himself at all times, both in his professional and personal life, in a manner that will maintain public confidence in the standards of the judiciary.

Applicants are also expected to possess a high level of personal integrity and if successful are expected to subscribe to any Judicial Code of Ethics that the Chief Justice may from time to time prescribe.

Interested persons may download an application package from the Senior Courts' Website – www.belizejudiciary.org or request in writing from:

**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: April 30th, 2023

Note: Only suitably qualified applicants will be acknowledged.

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

JOB DESCRIPTION

JOB TITLE : MASTER

REPORTS TO : Chief Justice

A. DUTIES AND TASKS

The incumbent is required to perform the following duties:

1. exercise all the powers of a Judge of the High Court sitting in Chambers to determine matters;
2. hear interlocutory applications for example, discovery of documents, security for costs, injunctions, extensions of time, setting aside judgments, leave to issue writs of execution and bail;
3. deal with assessment of damages and interpleader proceedings.

The incumbent is expected to initiate and be accountable for:

1. ensuring compliance with the Civil Procedure Rules;
2. ensuring compliance with the Criminal Procedure Rules.

The incumbent is required to perform the following duties among others:

1. Determine applications and prepare well written and reasoned judgments.
2. Prepare Notices, Orders and writs as may be necessary.
3. Carry out legal research in a timely manner.
4. Ensure compliance with rules of procedure and administrative directions.
5. Ensure that the relevant reports and case flow information are produced and circulated to the relevant persons according to the established procedures and guidelines.
6. Liaise with High Court Registrars and Court of Appeal Clerks on matters relating to Appeals when necessary.
7. Assist with the conduct of Case Management Conferences.
8. Report to the Chief Justice on a weekly basis on the performance of the office of the Master and on any other matters which may require attention and discussion.

9. Assist the Chief Justice with any of the functions of that office as and when required and any other related duties as may be assigned from time to time.

B. SKILLS, KNOWLEDGE, AND ABILITIES

The incumbent should possess:

1. The ability to interpret and apply laws.
2. Sound working knowledge of civil and criminal practice and relevant rules of the High Court of Belize.
3. A sound working knowledge of information technology applications.
4. A demonstrated ability to communicate effectively both orally and in writing.
5. Sound analytical skills,

C. QUALIFICATIONS AND EXPERIENCE

Qualifications and skills must include the following:

1. A Bachelor's Degree in Law.
2. A Legal Education recognized in Belize.
3. A minimum of five (5) years prior relevant working experience in a similar environment is an asset.

A working knowledge of or specialized training in the following areas would be an asset:

- The Constitution of the Belize Judiciary.
- Civil Procedure Rules of Belize
- Criminal Procedure Rules of Belize
- Protocol.
- Communication.