

JUDICIAL SERVICES OF GHANA

EXECUTIVE SEARCH

Profile: the Judicial Training Institute (JTI) is responsible for the training of Judges, Magistrate and all court and administrative personnel of Judicial Service of Ghana. JTI training programme are developed and administered with the objective and supporting, a high standard performance.

As part of the ongoing institutional reforms, the Judicial Service of Ghana seeks the service of:

1. DIRECTOR, JUDICIAL TRAINING INSTITUTE

Duties and Responsibilities:

The Director will report to the JTI Board. His duties and responsibilities shall include the

Following:

- **Oversee the day-to-day administration of the Judicial training Institute (JTI) and ensure that the JTI achieve its mission and vision effectively and efficiently**
- **Design, implement, monitor and evaluate a strategic plan that will transform JTI into a preferred center for Judicial Education in the West Africa Sub Region.**
- **Lead in the development, implementation monitoring and evaluation of training and development policy and annual training programme.**

- Provide overall direction in the identification of court training needs on an on-going basis through needs assessments, surveys and consulting with the Human Resource Department on organizational requirements.
- Provide strategic leadership in designing, planning, organizing, monitoring and evaluating the delivery of high quality orientation and continuing education programmes for members of the bench, court staff and judicial officers.
- Ensure compliance with mandate training requirements for members of the bench, court Staff and other Judicial officers.
- Supervise the preparation and judicious implementation of the annual budget of the Institute and lead in resource mobilization for the Institute.
- Prepare and submit a quarterly report on the programmes and activities of the Institute to the Board.
- Perform any other relevant duties that the Board or the Honourable Chief Justice may direct.

EDUCATION AND EXPERIENCE:

- A minimum of an Advanced Degree in Law, Business or Educational Administration
- At least 12 years post qualification experience, eight (8) of which should be in Judicial capacity building or a directorship position in a recognized tertiary institution.
- Must have extensive experience in the development and implementation of strategic plans, implementation of donor-funded programmes and working with international bodies
- Must be proficient in the use of Microsoft office suite.
- Preference will be given to an experienced Judge of a Superior Court.

2. DEPUTY DIRECTOR, JUDICIAL TRAINING INSTITUTE:

DUTIES AND RESPONSIBILITIES:

The Deputy Director will report to the Director (JTI). The duties and responsibilities shall

Include the following:

- Conduct education and training needs assessments.
- Interact with Judges, Judicial Officers, and Court Staff to identify, assess, develop, and plan education and training programmes.

- Design and develop multiple and varied education and training programmes for Court Staff
- Identify, recommend, and implement selected educational and training opportunities.
- Design and develop curriculum, course materials and education/training methods.
- Analyze education and training goals and objectives and prepare measurement tools for accomplishing the strategic, operational and workforce development plans of the Court
- Evaluate training programmes and recommend improvements to the Director of JTI, and Human Resources Director.
- Supervise cost estimates and cost/benefits analyses for projects and programmes.
- Prepare and submit for inclusion in the Director's quarterly report, a report on all training programmes held within each quarter of the year.

EDUCATION AND EXPERIENCE

- A minimum of an Advanced Degree in Law, Business or Educational Administration.
- At least five (5) years post qualification experience, three (3) of which should be in Judicial capacity –building or a managerial position in a recognized tertiary institution
- Experience in donor-funded programmes and working experience with international bodies would be an added advantage.
- Ability to effectively and tactfully interact interest with judges, judicial officers, and other staff.

- Must be proficient in the use of Microsoft office suite.

MODE OF APPLICATION: Interested applicants are to submit the following in addition to an application letter.

- Detailed Curriculum Vitae with contact telephone numbers, E-mail address and three (3) references.
- For the position of Director, a two (2) page vision statement for the Judicial Training Institute (JTI).
- Brief statement on job responsibilities in current/latest post.
- Other relevant information should be addressed to:

THE JUDICIAL SECRETARY

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P.O BOX GP.119

ACCRA, GHANA

SALARY AND CONDITION S: Very Attractive.

CLOSING DATE: JULY 18, 2010