

The Republic of Zambia



The Judiciary

EMPLOYMENT OPPORTUNITIES

BACKGROUND

The Judiciary is an arm of Government of the Republic of Zambia. Its mission is “to provide effective and efficient administration of justice accessible to all people in Zambia through impartial and timely adjudication without fear and favour”. In order to improve service delivery, the Judiciary is inviting applications from suitable candidates to fill the following vacancies:

1. PUBLIC RELATIONS OFFICER: JSS10 SALARY SCALE, 01 VACANCY

Main Duties

- a) Issues timely press releases in order to ensure that a proper image of the Judiciary is portrayed.
- b) Promotes and maintains a sound communication network with the public and stakeholders.
- c) Responds timely to press and public queries in order to provide accurate information on the Judiciary.
- d) Ensures timely production of Brochures, Magazines, Newsletters and Videos in order to inform the public on the programmes and functions of the Judiciary.
- e) Compiles timely media and other reports on issues of interest on the operations of the Judiciary in order to keep the Judiciary informed and to take action where necessary.

Academic Qualifications and Work Experience

- a) Full Grade (12) Twelve/Form V Certificate with at least five (5) Credits or better including English.
- b) Minimum of a Bachelor's Degree in Mass Communication, Journalism or equivalent.
- c) Minimum three (3) years of relevant work experience.

2. COURT REPORTER: JSS09 SALARY SCALE, 21 VACANCIES

Main Duties

- a) Attend Courtroom proceedings and other proceedings to make verbatim official recordings.
- b) Read back Transcripts during Trial and Courtroom proceedings.
- c) Prepare Transcripts according to standardized formats.
- d) Review and certify the accuracy of printed Transcripts.
- e) File Transcripts in a timely manner.
- f) Take Court notes during hearings to note significant events and to locate and present prior testimony.
- g) Maintaining logs and transferring stenographic files and notes to authorized personnel for reference.
- h) Maintain the Calendar to track hearing dates and other important dates.
- i) Schedule Trials and other Court proceedings in liaison with the Assistant Registrar or Clerk of Court.
- j) Maintaining electronic backups of all Court Transcripts.

Academic Qualifications and Work Experience

- a) Grade Twelve (12) School Certificate with 5 Credit or better including English.
- b) Bachelor's Degree in Social Sciences.
- c) No pre-employment work experience required.

3. COURT INTERPRETER LOCAL LANGUAGES: JSS04 SALARY SCALE, 4 VACANCIES

Main Duties

- a) Converting speech or sign language from one language into another in real time.
- b) Providing a linguistically true and legally appropriate interpretation.
- c) Sight reading or sight translating various documents.
- d) Working closely with lawyers, witnesses and defendants to relay information for depositions, hearings and other Court cases.
- e) Relaying the style and tone of the original language.
- f) Managing work schedules to meet deadlines.
- g) Taking care of exhibits and marking them appropriately.
- h) Maintaining the Courts Dairy.
- i) Preparing monthly and annual Criminal Returns.

Academic Qualifications and Work Experience

- a) Full Form V or Grade Twelve (12) School Certificate with five (5) 'O' Levels including English.
- b) Able to speak fluently at least three of the following languages: ***Ila, Mambwe, Namwanga, Tumbuka, Nkoya, Luvale, Lozi, Soli and Lenje***

4. COURT INTERPRETER, FOREIGN LANGUAGES: 4 VACANCIES

Main Duties

- a. Converting speech or sign language from one language into another in real time.
- b. Providing a linguistically true and legally appropriate interpretation.
- c. Sight reading or sight translating various documents.
- d. Relaying the style and tone of the original language.
- e. Managing work schedules to meet deadlines.
- f. Taking care of exhibits and marking them appropriately.
- g. Maintaining the Courts Dairy.
- h. Preparing monthly and annual Criminal Returns.

Academic Qualifications and Work Experience

- a. Full Form V or Grade Twelve (12) School Certificate with five (5) 'O' Levels including English.
- b.** Able to speak fluently at least one of the following foreign languages: ***Chinese, French, Amharic and Somali.***
- c. Ability to speak at least one of the Zambian Languages is an added advantage.
- d. Must have a Language Proficiency Certificate.

5. SIGN LANGUAGE COURT INTERPRETER: 4 VACANCIES

Main Duties

- a. Interprets for the hearing impaired at Court proceedings and for other Court-related departments.
- b. Researches and understands terminology used in court and functions of the Court.
- c. Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter or other documentation as required.
- d. Working closely with lawyers, witnesses and defendants to relay information for depositions, hearings and other Court cases.

Academic Qualifications and Work Experience

- a. Full Form V or Grade Twelve (12) School Certificate with five (5) 'O' Levels including English.
- b. Certificate in Sign Language Interpretation.
- c. Possession of a Legal Interpreting Certificate is an added advantage.

Candidates who meet the above requirements are encouraged to submit their application documents (Application Letter, Academic Qualifications and Curriculum Vitae) to the address given below. Kindly note that submissions in electronic format will not be considered.

The Chief Administrator
Judiciary Headquarters,
Supreme Court Building
Plot No. 438, Independence Avenue,
P.O. Box 50067,
LUSAKA.

The closing date of receipt of application documents is Tuesday, 8th November, 2016 at 17:00 hours.

Kindly note that only short-listed Applicants will be contacted.