

<b>Job Title:</b>	Deputy Registrar – Pa Enea (Aitutaki)
<b>Ministry</b>	Ministry of Justice (Tango Tutara O Te Ture)
<b>Division:</b>	High Courts
<b>Responsible To:</b>	Registrar – High Courts
<b>Responsible For:</b>	One
<b>Job Purpose:</b>	<p>The role of the Deputy Registrar – Pa Enea (Aitutaki) is to manage the Ministry of Justice office in Aitutaki and facilitate the provision of Ministry of Justice services to members of the Pa Enea within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a technical role requiring specialized skills and knowledge in legislation and regulations governing births, deaths, and marriage registrations, marriage licensing, electoral law, company and incorporation formation and filing processes, land and tribal titles research and court filing procedures, legal and court processes, police, probation, and prison processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>This position is the key contact point for the Cook Islands community in Aitutaki relating to Ministry matters, and is expected to work closely with the High Courts, Land Administration, and Registry Services division to facilitate the management of such matters remotely.</p> <p>The position must work at an appropriate level of competence in legal and compliance principles and technical requirements to deliver the provision of Ministry services to the public in an environment moving towards greater use of available technology.</p>
<b>Job Classification:</b>	Function: Technical and Service delivery Job band: G (Salary Range: \$26,822 – \$36,478) Jobwise Code: T4 – Mid Level Specialist
<b>Education/Experience</b>	The ideal candidate would have a bachelor’s degree, preferably in law, information systems, or business management, and have 3-4 years of work experience in a legal, compliance, office management, or similar role.
<b>Application Deadline:</b>	Friday 7 <sup>th</sup> June 2019
<b>Link to Job Description:</b>	<a href="#">Click here to view Full Job Description</a>