

Job Title:	Registrar – Registry Services
Ministry	Ministry of Justice (Tango Tutara O Te Ture)
Division:	Registry Services
Responsible To:	Secretary
Responsible For:	Six
Job Purpose:	<p>The role of the Registrar – Registry Services is to oversee the management and administrative compliance of birth, death, marriage, company, incorporated society, personal property security, and electoral roll matters within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a function manager role requiring significant expertise and experience with specialized skills and knowledge in legislation and regulations governing births, deaths, and marriage registrations, marriage licensing, electoral law, company law, incorporated societies law, personal property securities law, policy development and implementation, management, legal and court processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position is considered the leading expert on registry services matters across government and provides key services that maintains the integrity of corporate and vital statistics records, systems, and legal processes that directly impact familial and business relationships in Cook Islands society. As a Registrar, the position is created under several statutes, and the position must be familiar with and provide deputy registrar services for other Ministry division services.</p> <p>The position must work at a high level of competence in management, legal and compliance principles and technical requirements to manage the provision of Ministry registry services to the public in an environment moving towards greater use of available technology.</p>
Job Classification:	Function: Leadership, Technical and Service delivery Job band: J (Salary Range: \$41,148 - \$55,962) Jobwise Code: L7 – Section Leader
Education/Experience	The ideal candidate would have a bachelor's degree in law, pacific islands legal studies, political science, business or information systems management, and have 12-13 years of work experience in a legal, law and order, pacific islands legal studies, office and business management, information systems management, accounting, finance or similar role.
Application Deadline:	Friday 21 st June 2019
Link to Job Description:	Click here to view Full Job Description