

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: Employment Relations Tribunal

Post: Deputy Registrar, Employment Relations Tribunal

Salary: Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 (12 035 066)

Effective Date: 20 July 2017

Qualifications: A. By selection from among –

(a) serving officers who reckon at least three years' service in a substantive capacity in their respective grades and who possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

AND

- (b) candidates who –
- (i) possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' experience in registry work; and
- (iii) are computer literate.
- B. Candidates should –
- (i) possess effective managerial skills;
- (ii) have the ability to organise and meet tight deadlines;
- (iii) have a high sense of responsibility, trustworthiness, discretion and integrity; and
- (iv) possess sound interpersonal and communication skills.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To assist in the effective and efficient management of the Employment Relations Tribunal.

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CERTIFIED CORRECT

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Shauras
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

20 July 2017

Date.....

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Duties:

1. To assist the Registrar, Employment Relations Tribunal in the performance of his duties.
2. To receive and process disputes and appeals, as and when required.
3. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
4. To prepare minutes of Tribunal proceedings, as and when required and take charge of court records.
5. To classify and keep custody of office files and case records.
6. To tax witnesses' attendance documents, as and when required.
7. To ensure the proper handling and safeguarding of evidence and keep control of Exhibits produced in Court.
8. To administer oath to witnesses and call cases before the Tribunal.
9. To prepare cause lists and daily rolls.
10. To despatch awards to parties and arrange for their publication in the Government Gazette.
11. To collect information, data and materials as may be required by the President of the Tribunal and the Registrar, Employment Relations Tribunal.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Registrar, Employment Relations Tribunal in the roles ascribed to him.



CERTIFIED CORRECT

M. J. ...
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

20 July 2017

Date.....