



OFFICE OF THE JUDICIARY

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment as **CHIEF EXECUTIVE OFFICER** of the Court Services Council (the Council) established pursuant to the Court Services Act 2023.

The successful applicant would be the principal administrator of the Council and will report to, and be subject to the directions of, the Board of the Council.

The Chief Executive Officer shall have responsibility for:-

- The effective and efficient management and administration of court services and facilities;
- The control and management of the staff of the Council;
- The control and management of real property and personal property for which the council has responsibility;
- The delivery of court services to the public;
- The implementation and management of digital technology within the courts;
- The oversight of transcription services and record management within the courts;
- The implementation of the policies of the Council;
- Providing such information to the performance of his functions as the Board may from time to time require; and
- Performing such other functions as may be conferred on him by the Board.

QUALIFICATIONS AND EXPERIENCE:-

- A Bachelors or Masters Degree in business management or public administration;
- At least five (5) years' experience in a senior management position in the private sector or the public service;
- Strong knowledge of administration;
- Good leadership and communication skills; and
- Good computer literacy.

Salary and benefits will be commensurate with experience.

Resumes along with original qualifications and documentary proof of relevant experience are to be submitted to the Registrar of the Supreme Court, Office of the Judiciary, Annex II (formerly Ansbacher Building), East Street and Bank Lane, Nassau, The Bahamas or via email to nicoya.neilly@courts.bs no later than 14 June 2024.