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Departmental and Other Notices

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Registrar of Civil Status within the Ministry of Legal Affairs, Saint Lucia.

JOB DESCRIPTION

JOB TITLE: Registrar of Civil Status

REPORTS TO: Permanent Secretary,
Ministry of Legal Affairs

SUPERVISES: Civil Status Registry Staff

CLASSIFICATION: Grade 18

A. RESPONSIBILITIES AND RELATIONSHIPS

1. Works under the direction of the Permanent Secretary of the Ministry of Legal Affairs.
2. Required to respond whenever necessary to the Chief Justice of the Eastern Caribbean Supreme Court and the Minister for Legal Affairs on matters related to work in progress.
3. Responsible for the custody and security of the Registers of Civil Status.
4. Performs duties of Chief of Civil Status Officer as are assigned accordingly by the Laws of Saint Lucia.

B. DUTIES AND TASKS

1. Performs overall supervision of the operations of the Civil Status Registry which includes the Adjudicator's Office and Collections Unit.
2. Implements the framework for a modernized system.
3. Develops and implements innovative workflow processes to provide more effective services.
4. Conducts periodic reviews of the operational systems of the Civil Status Registry and implements solutions for improvement and efficiency.
5. Draws up and alters records of Civil Status in the form prescribed.
6. Rectifies incorrect and/or incomplete records of civil status.
7. Keeps and maintains records of civil status.
8. Furnishes to the Minister and Permanent Secretary, the general abstract of the number of vital records registered in the preceding year in the prescribed form.
9. Provides access to the Register of Civil Status; and the renewal of worn out Register of Civil Status.