



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
THE PRIME MINISTER'S OFFICE
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

December 30, 2025

VACANCY NOTICE

**MAGISTRATE
(MINISTRY OF JUSTICE & LEGAL AFFAIRS)**



The Human Resource Management Department on behalf of the Ministry of Justice and Legal Affairs in the Government of St Kitts and Nevis wishes to invite persons to apply for the position of **Magistrate** on a full-time basis.

A. Duties and Responsibilities

1. Presiding over court proceedings, including criminal, civil, family and other matters specified in the Magistrate's Code of Procedure Act, Cap. 3.17.
2. Interpreting and applying the laws of the Federation and rendering decisions for the resolution of matters before the Magistrate's Court, to support the administration of the justice system.
3. Writing and delivering judgments/reasons as required, following court protocol and procedures as per the requirement of the law and the Constitution, to ensure proper conduct and understanding of proceedings.
4. Conducting court hearings, making decisions on guilt or innocence, determining appropriate sentences or remedies, pre-trial procedures, including issuing search warrants, arrest warrants, and conducting preliminary hearings to determine if there is enough evidence for a case to go to trial.
5. Presiding as a Coroner by holding inquests as per the requirements of the law.
6. Managing caseloads, scheduling hearings, and ensuring that cases move through the legal system in an efficient manner.
7. Guiding and directing Attorneys-at-Law, court personnel, litigants and the general public on court protocol in accordance with stated policies and the law, to maintain the integrity of the court process.
8. Maintaining and updating legal knowledge and remaining abreast with legal developments through research and study.
9. Performing any other job-related duties as may be assigned in any of the Districts of the Magistrate's Court.

B. Qualifications and Experience

1. Bachelor of Laws Degree.
2. Legal Education Certificate issued by one of the three Caribbean Council of Legal Education Law Schools.
3. Minimum of at least 10 years' wide-ranging experience at the Civil and/or Criminal Bar(s) within the Commonwealth Caribbean.

C. Skills, Knowledge and Abilities

1. Excellent communication and interpersonal skills.



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2. Sound working knowledge of the Laws of Saint Kitts and Nevis, particularly the Magistrate's Code of Procedure Act, Cap. 3.17.
3. Sound working knowledge of, and ability to, interpret legislation, rules and orders.
4. Ability to communicate persuasively and clearly both orally and in writing.
5. Ability to plan and organize work.
6. Ability to analyze issues, make interpretations and prepare sound judgments/reasons.
7. Ability to establish and maintain effective working relationships with associates and the public.
8. Self-motivated and proven ability to work well as part of a team.
9. Basic knowledge of Government structure, policies, and procedures.
10. Demonstrated accuracy, attention to detail and effectiveness of work completed.
11. Demonstrated negotiation and conflict resolution skills.
12. Demonstrated leadership, management capabilities, interpersonal skills as required and ability to motivate and inspire staff, and assess performance.
13. Demonstrated ability to effectively utilize legal research skills and techniques using various resources.
14. Demonstrated ability to observe the independence of the judiciary and conform with established code of judicial conduct.
15. Demonstrated ability to exercise initiative, judgment, tact, impartiality, decisiveness and clarity in the execution of duties.

D. Salary and Allowances

1. Basic Salary K43: EC\$98,868 per annum
2. Allowance in lieu of private practice: EC\$33,000 per annum
3. Responsibility Allowance: EC\$24,000
4. Travel Allowance (must own a vehicle): EC\$4,800 per annum
5. Telephone Allowance: EC\$300 per annum

E. Vacation Days

27 Working Days per annum

F. Application Procedure

1. Applications along with two written references and certified copies of documents pertaining to qualifications should be addressed to the captioned Human Resource Management Department (humanresources@gov.kn), copied by email to **attorneygeneral@gov.kn** and **ps.legal@gov.kn**.
2. The deadline for receipt of applications will be **Friday January 30, 2026 at 3:30pm**.
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for interview.