



JOB RECRUITMENT

The Supreme Court would like to recruit the Contractual staff for the following vacant positions:

N	Position	Number	Qualification required	1. Duties and Responsibilities:
1	Legal Translator/Interpreter	2	<p>Qualification</p> <ul style="list-style-type: none"> • A degree in Law from a reputable institution • Proof of having studied English and Kinyarwanda Languages at higher/professional levels. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 3 years' experience in Legal Practice and research • Proven experience in translation of Legal documents from Kinyarwanda to English for law firms and/research institutions or other users of Legal documents. • A demonstrated experience in drafting of case law reports and other legal documents. • A demonstrated experience in simultaneous Legal Interpretations in court room or conferences English to Kinyarwanda or French to Kinyarwanda and vice versa. 	<p>The translators/Interpreters are required to work on the drafted case law reports in KINYARWANDA and translate them into English.</p> <p>A. The translators/Interpreters will be responsible for translating case Law reports and other relevant legal documents from Kinyarwanda to English ensuring:</p> <ol style="list-style-type: none"> 1. Complete content accuracy: This entails accurate translation of content, facts and figures, footnotes and endnotes and all relevant legal terminology and no omissions from the source documents. 2. Grammar and style: Translated documents must be written in excellent English language, expression and grammar. <p>B. The translators/Interpreters must proofread and edit a minimum of ten (10) Law reports per month and ensure that there are no Typographical errors, complete content accuracy and correct grammar and style as mentioned above.</p> <p>C. The translators/Interpreters shall put much emphasis on the selected Law reports to ensure utmost suitability for publication both in hard copies and online for public use.</p> <p>D. The translators/Interpreters simultaneous shall do Legal Interpretations in court room or conferences English to Kinyarwanda or French to Kinyarwanda and vice versa whenever it is deemed necessary by courts.</p> <p>- Analyzing cases that have been rendered and identifying reportable cases against set criteria as per the Rwanda law report editorial policy</p> <p>- Preparation of law reports for the cases identified as reportable as per the</p>
2	Law reporter	2	<ul style="list-style-type: none"> • A degree in Law from a reputable institution • Minimum of 3 years' experience in Legal Practice and research 	

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		<ul style="list-style-type: none"> Ability to speak and work in Kinyarwanda, English and French 	<p>Rwanda law report Guidelines</p> <ul style="list-style-type: none"> - Writing analytical summaries of written argument or evidence and assessing the argument in light of academic legal literature and case law - Researching on precedent setting authorities with various jurisdictions of civil and common law systems; - Researching on viable solutions that may improve law reporting system efficiency and predictability of judgments
3	Law advisor	<p>1</p> <ul style="list-style-type: none"> A Master's degree in Law from a reputable institution Minimum of 4 years' experience as a legal researcher or providing legal support in Judicial matters in international tribunals Ability to speak and work in Kinyarwanda, English and French <p>Desirable skills</p> <ul style="list-style-type: none"> Good background in research, legal analysis and the provision of legal advice in complex matters, proven ability to construct and apply statutes; Experience in providing professional training and Development 	<p>Core responsibilities</p> <p>To provide legal assistance and support on transferred cases to both the Supreme Court and High Court Chamber for International Crimes (HCIC)</p> <p>Tasks</p> <ul style="list-style-type: none"> Provide legal advice on cases transferred to Rwanda. Provide support in drafting of legal documents for the transferred cases; Prepare and supervise judicial research clerks in the preparation of case reports, draft decisions and draft judgments of the court; Ensure knowledge transfer to judicial staff.

Interested and qualified candidates are requested to fill the application form available on Judiciary website www.judiciary.gov.rw or at Public Service Commission website www.psc.gov.rw and transmit this application to Supreme Court at Secretariat Central office not later than **03/03/2017 at 3: PM**. The application form shall be accompanied by a photocopy of the required degree and the photocopy of the identity card.

Done at Kigali on ... *21st* ... *February* 2017

MURORA Beth
Secretary General



Beth MURORA
Secretary General
Supreme Court