



**JUDICIAL BRANCH OF GOVERNMENT
JAMES A. A. PIERRE JUDICIAL INSTITUTE
TEMPLE OF JUSTICE
MONROVIA. LIBERIA**

Public Service Notice for Recruitment of Candidates for Cycle IV of the Professional Magistrates Training Program (PMTP)

I. BACKGROUND

In 2008, the Supreme Court of Liberia, pursuant to Section 21.1 of the Judiciary Law of Liberia (1972), established the James A.A. Pierre Judicial Institute with the mandate to develop and implement training programs for judicial officials and other personnel of the Judiciary. The Institute's goal is to promote the highest level of professional standards of integrity, competence, and leadership within the Liberian Judiciary.

The functions of the Institute

Under the Strategic Plan of the Institute, the functions of the Institute include the following:

- (a) Design, organize and conduct training programs, seminars, conferences, symposia and related programs for judges, magistrates, court clerks and other judicial personnel;
- (b) Promote legal skills training as an integral part of career development of judges, magistrates, administrative staff, and other justice sector actors;
- (c) Design, organize and conduct training and other capacity building programs that address other specific needs and problems within the justice system;
- (d) Promote and coordinate judicial training, research and development as an integral part of improving judicial administration and the rule of law with the aim of ensuring accessible, timely and effective justice;
- (e) Undertake research and produce publications, reports and recommendations in respect to relevant aspects of the law and administration of justice;
- (f) organize and conduct conferences, workshops, seminars and symposia for the purpose of enhancing skills of work efficiency and professional skills of personnel performing legal tasks in quasi-judicial bodies;
- (g) Undertake research and compilation of current law pursuant to any capacity building program for judicial sector actors;
- (h) Encourage national and international cooperation and networking in the performance of the

functions of the Judicial Institute;

- (i) Do such other things as may be conducive and necessary for the attainment of the objects of the Institute.

Vision, Mission and Core Values

Vision

An Institute of excellence, dedicated to quality training of justice sector personnel to engender public trust in the judicial system

Mission

To build the capacity of judicial actors through training and research and to promote judicial excellence

Values

- Integrity
- Efficiency
- Competence and Professionalism
- Innovativeness
- Teamwork

The Professional Magistrates Training Program (PMTP)

The Professional Magistrates Training Program (PMTP) is intended to increase access to justice and decentralize the reform efforts of the Judiciary, which also supports the Government's Justice and Security Recovery and Reconciliatory Process intended to sustain the peace and maintain stability. The long civil crises in Liberia affected many systems and institutions, including the Judiciary. This included the physical destruction of courthouses, the infiltration of poorly prepared individuals into the judicial system, and the absence of a structure to develop, coordinate, and implement capacity building programs within the Judiciary. In 2009, one year after the establishment of the Institute, the Professional Magistrates Training Program was developed to promote access to justice for the ordinary Liberians and enhance justice delivery at the entry level of our justice system. Considering the passage of new laws over the years, which include expansion of the jurisdiction of magistrates in both criminal and civil cases, the Professional Magistrates Training Program has become compelling in order to infuse into the judicial system a new breed of magistrates who have the capacity to withstand the challenges posed by these new laws. Hence, the Institute believes that the recruitment of college graduates with different professional backgrounds to be given one year intensive training in both the procedural and substantive law will serve to strengthen the system, improve access to justice for the ordinary Liberians, and help to restore confidence and trust in the judicial system.

II. APPLICATION PROCEDURE

All prospective applicants are strongly advised to strictly observe and be governed by the following Procedures and Guidelines:

1. All application letters shall be submitted at the designated centers indicated under Section IV of this notice, to the Clerk of the Circuit Court situated therein;
2. All application letters along with all other requirements shall be submitted at once and not otherwise; note that incomplete documents will not be considered;
3. All application letters must contain a recent passport size photo of the applicant attached thereto;
4. All application letters with attachments must be placed in a brown A4 envelope, sealed, and delivered to the designated venue;
5. The full and complete filing or submission of an application package by a candidate does not and will not automatically qualify him/her to sit the examination; rather, it is only a step towards his/her qualification to sit the examination.

III. ELIGIBILITY CRITERIA

In order for an applicant to be qualified for recruitment as a trainee into the Professional Magistrates Training Program (PMTP) Cycle IV, the applicant must fulfill the following requirements:

1. The applicant must be a Liberian citizen of at least twenty-three (23) years of age;
2. He/she must submit to the Testing and Evaluation Committee a written copy (hard copy) of a letter of application accompanied by the following:
 - a. Copy of a duly issued birth certificate, Voter's Registration Card, Passport, or National Identification Card;
 - b. Copy of the applicant's degree (bachelor's degree minimum);
 - c. A recent health certificate issued by a duly recognized medical facility;
 - d. Two letters of recommendation (one from applicant's community of residence, and one from a faith-based institution where applicant is a member);
 - e. A properly type-written curriculum vitae and statement of career interest;
3. Each applicant must present, upon demand, the original copies of documents attached to his/her application package;
4. The applicant must sit and successfully pass a competitive aptitude test to be administered by the Judicial Institute;
5. The applicant must include in his/her letter of application a commitment to take up assignment in the county or region where said applicant was recruited upon graduation from the program;
6. Successful candidates must sign a 5-year service contract with the Judiciary through the Judicial Institute under the supervision of the Board of Governors before the commencement of classes.

As a precondition to being qualified for admission to the program, all successful candidates in the aptitude test must also sit and successfully pass a post-examination interview to be conducted by the Judicial Institute.

IV. REGIONAL EXAMINATION CENTERS

REGION	COUNTIES	VENUE FOR SUBMISSION OF APPLICATIONS	EXAMINATION CENTER
REGION 1	Bomi, Grand Cape Mount, Gbarpolu, & Montserrado	Office of the Clerk of Court, 11 th Judicial Circuit court, Bomi County	Tubmanburg
REGION 2	Margibi, Grand Bassa & Rivercess	Office of the Clerk of Court, 2 nd Judicial Circuit court, Grand Bassa County	Buchanan
REGION 3	Bong, Nimba & Lofa	Office of the Clerk of Court, 9 th Judicial Circuit court, Bong County	Gbarnga
REGION 4	Sinoe & Grand Gedeh	Office of the Clerk of Court, 7 th Judicial Circuit court, Grand Gedeh County	Zwedru
REGION 5	Maryland, River Gee & Grand Kru	Office of the Clerk of Court, 4 th Judicial Circuit court, Maryland County	Harper

ALL APPLICATION LETTERS MUST BE SUBMITTED DURING THE PERIOD MAY 29 – JUNE 11, 2019 TO THE FOLLOWING ADDRESS:

**THE PMTP4 RECRUITMENT COMMITTEE
JAMES A. A. PIERRE JUDICIAL INSTITUTE
1ST FLOOR, SOUTH WING, TEMPLE OF JUSTICE
MONROVIA, LIBERIA**

NO LETTER WILL BE ACCEPTED BEFORE OR AFTER THE PERIOD INDICATED HEREINABOVE.