



The Justice Training Institute (JTI), is the training arm of the Ministry of Justice & Constitutional Affairs. The Institute's mandate is to provide training of the highest quality, to meet the needs within the justice sector, including Government Ministries, Departments and Agencies, as well as within private sector organizations.

**Applications are invited for ADJUNCT LECTURERS and FACILITATORS in the various programmes/courses listed below:**

**CERTIFICATE IN COURT REPORTING**

- Fundamentals of English
- Computer Aided Transcription
- Computer Literacy/Keyboarding
- Theory of Court Reporting 1 & 2
- English Punctuation and Usage
- Vocabulary Development
- Anatomy Physiology & Medical Terminology
- Law and Legal Terminology
- Judicial Procedures
- Intermediate Speed Building
- Advanced Speed Building
- Dictionary Building
- High Speed Building 1 & 2
- CAT Transcription 1 & 2
- Introduction to Civil Service
- Career and Personal Development
- Current Affairs

**CERTIFICATE IN PARALEGAL STUDIES**

- Legal Research Methodology
- Information Technology
- Communication Studies
- Introduction to Law
- Child Justice and Family Law
- Administrative Management
- Law Practice & Procedures
- Introduction to Contract Law & Tort Law
- Criminal Law
- Succession Law
- Land Administration

**DEPUTY CLERKS OF COURT QUALIFYING PROGRAMME**

- Computer Applications
- Essentials of English and Communication
- Introduction to Law and Legal Systems
- Law of Evidence
- Criminal Law
- Criminal Practice and Procedures
- Introduction to Contract Law
- Civil Practice and Procedures
- Introduction to Law of Tort
- Special Statutory applications

**CUSTOMIZED COURSES**

- Justices of the Peace Qualifying Course
- Specialized Training for Justices of the Peace: Lay Magistrates' Court
- Introduction to Sign Language
- Fraudulent Documents: Deterrence, Examination and Detection
- Professionalism and Ethics
- Conflict Management
- Customer Service

**MINIMUM QUALIFICATIONS**

- A Master's Degree in a discipline relevant to the content area(s)
- A First Degree in a discipline relevant to the content area(s)
- A Certificate in Legal Education (for law courses)
- At least three (3) years working experience in the area of interest
- At least two (2) years teaching experience

**HOW TO APPLY**

Interested applicants are required to submit a **cover letter and a curriculum vitae** detailing qualifications and experience, as well as the names and contact information of at least two (2) references.

Applications may be submitted via e-mail to: [justicetraining.moj@gmail.com](mailto:justicetraining.moj@gmail.com) or hard copies delivered to **The Director/Principal, Justice Training Institute, 4 Camp Road, Kingston 4.**

**We thank all interested persons for applying, however, only short-listed applicants will be contacted.**