



**JUDICIAL SERVICE COMMISSION
GUYANA**

JOB OPPORTUNITY

SUPREME COURT OF JUDICATURE OF GUYANA

VERBATIM COURT REPORTING UNIT

The Judicial Service Commission invites applications from suitably qualified persons for the following positions:

1. Chief Editor

Job Description: To manage the production, typesetting, printing, and distribution of all electronic texts, ensuring cost-effective and timely publication of materials that meet high-quality standards under set deadlines in a high-volume production environment and to perform such other responsibilities within the Unit as may from time to time be assigned by the Chancellor, Chief Justice, Registrar or Head of Department.

Qualifications: A Bachelor's Degree in Public Communications, English Language or a related field from a recognised university plus three (3) years' experience as a Senior Editor.

2. Transcriptionist

Job Description: To produce transcripts from audio and video recordings of court proceedings and submit them to a Judge, Chief Editor or Assistant Editor.

Qualifications: Five (5) subjects at CXC or GCE ordinary level, including a Grade 1 pass in English Language (General) or Pitman's Advanced English or equivalent qualification in English Language from a recognized body.

The ability to take dictation at approximately 150 words per minute and type at the rate of 35 words per minute would be an asset.

Applicants are required to visit the Supreme Court of Judicature, Guyana website at <https://supremecourt.gy/vacancies> to access a detailed job description and download the **application form for the positions.**

Completed application form, cover letter, curriculum vitae, proof of qualifications and reference letters must be submitted no later than **June 12, 2026, at 4:30 p.m. GYT** in a sealed envelope marked "**Supreme Court Verbatim Court Reporting Unit**" in the top right-hand corner and addressed to:

**The Secretary
Judicial Service Commission
c/o Court of Appeal Building
60 High Street Kingston
Georgetown**

OR in PDF by Email: judicialservicecommissiongy@outlook.com

The subject of the email should be "Supreme Court Verbatim Court Reporting Unit".