

## Secretary General

The Secretary General of the Supreme Court is Mrs. **Beth MURORA**. All the Administration Departments, ie the Support Staff, are under the Secretariat General.

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*The Secretary General of the Supreme Court is in charge of the following:*

- ✓ To coordinate and supervise planning, organisation, evaluation and control administrative services of courts and tribunals;
- ✓ To initiate measures aiming at modernising and rational exploitation of ICT for more efficient functioning of services of the Supreme Court;
- ✓ To supervise the management of the support personnel;
- ✓ To supervise material and financial management of the Judiciary;
- ✓ To mobilise resources and to ensure they are distributed according to priorities;
- ✓ To monitor the implementation of programmes of the magistrate;
- ✓ To contribute to efficient management of cooperation files;
- ✓ To ensure the liaison between the Judiciary and other State Institutions, the civil society and development organisations and social partners under the supervision of the Chief Justice;
- ✓ To supervise, control the preparation and execution of the budget;
- ✓ To authorise internal and external travel allowances of the personnel of the Judiciary;
- ✓ To coordinate the programming of activities of the support personnel of the Judiciary;
- ✓ To initiate motivational measures aiming at increasing the productivity and performance of the support personnel.