SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Department: Attorney-General’s Office

Post: Chief Legal Secretary

Salary: Rs 119,000 (12 000 105)

Effective Date: 24 May 2016

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Legal Secretary who –
(a) reckons at least two years’ service in a substantive capacity in the grade;
(b) is proactive and possesses leadership skills; and
(c) demonstrates organisational capabilities.

Role and Responsibilities: To ensure administrative efficiency at the Attorney-General’s Office and to assist the Office in fulfilling its mandate.

Duties:
1. To assist in the general administration of the Attorney-General’s Office and be the Accounting Officer.

2. To exercise supervision over the administration and superintendence of the Attorney-General’s Office.

3. To act as ‘Liaison Officer’ between the Attorney-General’s Office and Ministries/Departments.

4. To undertake and to exercise general supervision over –
(a) the processing of petitions referred by the Office of the President, the Prime Minister’s Office and Ministries/Departments;
(b) the processing of complaints addressed by the public to the Attorney-General concerning Law Practitioners;
(c) the vetting of deeds of sale, acquittance, lease wherein the Government is a party and deeds pertaining to compulsory acquisition of land by the Government;
(d) the training of officers of the Legal Assistant Cadre;

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(e) the tendering of legal advice on issues of citizenship and other related matters to the Prime Minister’s Office; and

(f) the processing of minor petitions addressed to the Attorney-General by members of the public.

5. To supervise the updating of legislation in electronic and non-electronic forms.

6. To be responsible for the organisation of conferences and social functions of the Office.

7. To use ICT in the performance of his duties.

8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief Legal Secretary in the roles ascribed to him.