Department: Attorney-General’s Office

Post: Legal Secretary

Salary: Rs 58,075 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 (12 082 095)

Effective Date: 24 May 2016

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Assistant Legal Secretary who reckons at least three years’ service in a substantive capacity in the grade.

Duties:
1. To be responsible for the general administrative work of a non-legal nature in the Attorney-General’s Office under the supervision of the Chief Legal Secretary.
2. To vet deeds of sale, acquittance, lease wherein the Government is a party and deeds pertaining to compulsory acquisition of land by the Government.
3. To advise, on non-legal matters, the public on all petitions addressed to the Attorney-General.
4. To handle complaints concerning Law Practitioners.
5. To tender legal advice on issues of citizenship and other related matters to the Prime Minister’s Office.
6. To use ICT in the performance of his duties.
7. 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 Legal Secretary in the roles ascribed to him.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

24 May 2016

Date..........................................................