GOVERNMENT OF MAURITIUS

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

Department: The Judiciary

Post: Secretary to the Chief Justice

Salary: Rs 46,250 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (12 72 81)

Effective Date: 21 October 2008

Qualifications: By selection from among officers in the grades of –

(i) Chief Registrar; and

(ii) Senior Registrar/Regional Court Administrator reckoning at least two years’ service in a substantive capacity in the grade

who –

(a) have a thorough knowledge of the duties pertaining to various branches of the Judiciary;

(b) have a good practical knowledge of the Acts of Parliament and the rules regulating the procedure before all Courts of Law; and

(c) possess sound administrative ability, qualities of discretion, integrity and good communication and interpersonal skills.

Duties:

1. To be the Secretary to the Chief Justice.

2. To be the Secretary of the Judicial and Legal Service Commission.

3. To be responsible for all correspondence addressed to the Judicial and Legal Service Commission and to ensure their speedy submission to the Chairman.

4. To keep a record of business transacted and decision taken at every meeting of the Commission.

5. To assist the Chief Justice in the management of Chambers and in general administrative duties.

6. To act as Commissioner of Oaths.

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 Secretary to the Chief Justice in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 21 OCT 2008