GOVERNMENT OF MAURITIUS

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

Department: Attorney-General’s Office
Post: Assistant Legal Secretary
Salary: Rs 37,500 x 1,250 – 50,000 x 1,500 – 53,000 (12 65 77)
Effective Date: 22 December 2011

Qualifications:
A. By selection from among serving officers who –
   (a) have been admitted as attorney or barrister-at-law under the Law Practitioners Act; and
   (b) reckon at least three years’ experience as an attorney or a counsel in the Attorney-General’s Office and/or the Office of the Director of Public Prosecutions.
B. Candidates should possess –
   (i) administrative abilities; and
   (ii) organising and supervisory skills.

NOTE
In the absence of qualified serving officers, by selection from among attorneys or barristers-at-law of at least 3 years’ standing and who –
(i) possess the requirements at B above; and
(ii) are computer literate.
Candidates should produce written evidence of knowledge claimed.

Duties:
1. To assist in the co-ordination of the activities of divisions operating under the responsibility of the Attorney-General’s Office.
2. To assist in the vetting of deeds of sale, acquaintance, lease wherein Government is a party and other documents.
3. To vet deeds pertaining to compulsory acquisition of land by Government.

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[Signature]
For Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
Date 22 December 2011
4. To deal with the public in relation to complaints made against the Police and Law Practitioners.

5. To process minor petitions and letters from the public.

6. To supervise and monitor the work of officers of the Legal Assistant Cadre.

7. To advise on and participate in the training of officers of the Legal Assistant Cadre.

8. To ensure liaison with Ministries and Departments, as may be required by the Solicitor-General and the Chief Legal Secretary.

9. To give general assistance and support to the Solicitor-General and the Chief Legal Secretary in administrative matters and the discharge of their duties.

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

11. 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 Assistant Legal Secretary in the roles ascribed to him.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

22 December 2011

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