

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Chief Legal Assistant
- Salary:** Rs 34,825 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 59,300 (12 067 086)
- Effective Date:** 13 May 2024
- Qualifications:** By selection from among officers in the grade of Principal Legal Assistant who reckon at least two years' service in a substantive capacity in the grade and who possess –
- (a) effective managerial skills; and
 - (b) good leadership and problem-solving skills.
- Role and Responsibilities:** To assist the Registrar (Legal Assistant Cadre) in the overall supervision of all Registries (Civil, Change of Name, Curatelle, Law Firm, Mutual Legal Assistance) and the administrative duties of the Law Revision Unit.
- Duties:**
- 1. To format Bills, Regulations, Proclamations and General Notices.
 - 2. To update and consolidate Acts of Parliament and Subsidiary Legislations on the website.
 - 3. To supervise the ancillary duties relating to –
 - (a) Parliamentary Questions, Private Notice Questions, Cabinet Memorandum, Information Paper, Note for Mention and such other documents; and
 - (b) appeal cases.
 - 4. To assist the Registrar (Legal Assistant Cadre) in –
 - (a) devising training courses for officers of the Legal Assistant Cadre; and
 - (b) supervising the functioning of all Registries.

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CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for Public Service

13 May 2024

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-2-

5. To assist in attending to petitions and queries from members of the public.
6. To supervise and monitor the handling of cases before all Courts and Tribunals.
7. To be responsible for –
 - (a) cases lodged before the Supreme Court; and
 - (b) the preparation of briefs in cases before the Supreme Court and Court of Civil Appeal and to assist in preparing briefs before the Judicial Committee of the Privy Council.
8. To supervise the process of claiming of costs.
9. To supervise the handling of incoming mails regarding Court cases.
10. To take charge of correspondence concerning all Court cases.
11. To supervise the updating of records of pending cases involving parastatal bodies.
12. To make arrangements with the Court for the swearing of Affidavits.
13. To supervise the processing of all appeal cases.
14. To supervise the e-archiving of files.
15. To represent the Attorney-General's Office in Court, as and when required.
16. To use ICT in the performance of his duties.
17. 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 Assistant in the roles ascribed to him.



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B. D. Nundloll

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for Secretary for Public Service

13 May 2024

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