

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Chief Legal Secretary
- Salary:** Rs 128,875 (12 000 113)
- Effective Date:** 18 December 2023
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Legal Secretary who –
- (i) reckons at least two years' service in a substantive capacity in the grade;
  - (ii) is proactive and possesses strong leadership skills; and
  - (iii) demonstrates organisational capabilities and effective decision-making skills.
- Role and Responsibilities:** To ensure administrative efficiency at the Attorney-General's Office with a view to enabling the Office in fulfilling its mandate.
- Duties:**
1. To be responsible to the Supervising Officer for the general administration of the Attorney-General's Office and be the Accounting Officer.
  2. To perform duties pertaining to the registration of law firms in accordance with the Law Practitioners' Act.
  3. To act as "Liaison Officer" between the Attorney-General's Office and Ministries/Departments.
  4. To undertake and 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 concerning the Police and Law Practitioners;
    - (c) the vetting of deeds and other documents wherein Government is a party, including deeds pertaining to compulsory acquisition of land by the Government;

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CERTIFIED CORRECT

*B. D. Nundloll*

B. D. Nundloll (Mrs)

for Secretary for Public Service

18 December 2023

Date.....

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- (d) the training of officers of the Legal Assistant Cadre;
  - (e) the tendering of legal advice on issues of citizenship, non-citizens' property restrictions 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.



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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**18 December 2023**

Date.....