

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE FOR THE POST AS APPROVED BY THE
JUDICIAL AND LEGAL SERVICE COMMISSION

- Department:** Attorney-General's Office
- Post:** Senior Assistant Parliamentary Counsel
- Salary:** Rs 119,000 (12 000 105)
- Effective Date:** 06 October 2020
- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Assistant Parliamentary Counsel;
 - (ii) Assistant Director of Public Prosecutions;
 - (iii) Vice-President, Industrial Court; and
 - (iv) Vice-President, Intermediate Court.
- B. Candidates should –
- (i) reckon an aggregate of at least six years' proven experience in legislative drafting as may be certified by the Solicitor-General or in such other manner as may be established to the satisfaction of the Judicial and Legal Service Commission;
 - (ii) have a high sense of integrity;
 - (iii) possess good managerial and leadership skills;
 - (iv) have excellent legislative drafting skills; and
 - (v) have the ability to meet tight deadlines.

Candidates should produce written evidence of experience/knowledge claimed as may be required by the Commission.

Role and Responsibilities: To assist the Parliamentary Counsel in the overall supervision and effective management of the Legislative Drafting Unit.

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service
06 October 2020
Date.....

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Duties:

1. To ensure the effective day-to-day management of the Legislative Drafting Unit.
2. To supervise and coordinate legislative drafting matters and to deal with complex cases.
3. To assist the Parliamentary Counsel in the supervision of the drafting of primary and subsidiary legislations and other legal documents.
4. To provide legal advice to Ministries/Departments and other relevant authorities/bodies and to attend to complex cases.
5. To appear in Court, as and when delegated by the Solicitor-General.
6. To attend meetings/committees at Ministries/Departments and Statutory Bodies on issues pertaining to drafting of new laws and amendments to existing laws.
7. To liaise between Ministries/Departments and other Statutory Bodies on legislative matters.
8. To be in attendance at the sittings of the National Assembly and to prepare committee stage amendments to Bills.
9. To provide input to and to draft replies to Parliamentary Questions and to attend meetings in relation thereto.
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 Senior Assistant Parliamentary Counsel in the roles ascribed to him.



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