

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Senior Legal Assistant
- Salary:** Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 44,800 (12 053 077)
- Effective Date:** 13 May 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Legal Assistant who –
- (a) reckon at least four years' service in a substantive capacity in the grade;
 - (b) possess good analytical and drafting skills; and
 - (c) possess good interpersonal and communication skills.

NOTE

Senior Legal Assistants will be required to follow successfully an approved course leading to a diploma in Legal Studies from a recognised institution to be eligible for consideration for promotion as Principal Legal Assistant.

Duties:

1. A. **When posted to the Law Revision Unit**
 - (a) To supervise the preparation of yearly index of Acts, Government Notices, Proclamations and Reprints and verify appendices in respect of Cabinet Memorandum/Information Paper/Note for Mention.
 - (b) To assist in –
 - (i) formatting Bills, Regulations, Proclamations, General Notices and proof reading for publication in Gazette; and
 - (ii) updating and consolidation of Acts of Parliament and Subsidiary Legislations to be posted on the website.
 - (c) To perform ancillary duties relating to Parliamentary Questions, Private Notice Questions, Cabinet Memorandum, Information Paper, Note for Mention and such other documents.

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CERTIFIED CORRECT



B. D. Nundloll (Mrs)

for Secretary for Public Service

13 May 2024

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B. When posted to the Civil Registry

- (a) To be responsible for cases before the Judge in Chambers, cases related to “Ministère Public” and appeal cases from lower Courts including –
- (i) preparation of briefs;
 - (ii) preparation of list of witnesses;
 - (iii) collecting court proceedings/assisting in the process of swearing of Affidavits;
 - (iv) depositing documents for service by Court Ushers, retrieving returns and filing at relevant Court; and
 - (v) the process of claiming of costs.
- (b) To assist in the preparation of List of Witnesses and Writ of Sub Poena.

C. When posted to the Law Firm Section/Mutual Legal Assistance (MLA) Registry

- (a) To take charge of the Mutual Legal Assistance Registry and be responsible for its day-to-day management.
- (b) To assist the Chief Legal Secretary –
- (i) in all matters relating to the registration of Law firms and any other related matters in accordance with the Law Practitioners’ Act and in keeping updated records thereof; and
 - (ii) in verifying the documents in relation to application for prospective law practitioners.

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- (c) To assist the Unit Head of International Cooperation in Legal Matters Unit –
 - (i) in all matters pertaining to extradition, mutual legal assistance and other related matters; and
 - (ii) in updating database of Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) and MLA and preparing summary and feedback form, as appropriate.
- (d) To assist in –
 - (i) the preparation of outreach and training; and
 - (ii) the National Risk Assessment process.
- (e) To act as liaison officer between the Attorney-General's Office and other Government Departments, Ministries, agencies and relevant professionals.

D. When posted to the Change of Name Section

- (a) To take charge of the Change of Name Section and be responsible for its day-to-day management.
- (b) To receive, follow-up and supervise applications regarding change of name, rectification, tardy declaration and division in kind.
- (c) To draft Change of Name Certificates, General Notices and Conclusions.
- (d) To be responsible for the final process of publication in the Government Gazette.

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E. When posted to the Curatelle Section

To assist the Curator of Vacant Estates in all duties incumbent upon him including Vesting Orders and “gestion tutélaire”.

F. When under the Supervision of the Registrar (Legal Assistant Cadre)

- (a) To follow-up files regarding compulsory land acquisition under the Land Acquisition Act.
 - (b) To process files regarding applications for citizenship under the Mauritius Citizenship Act.
 - (c) To supervise the channelling of all incoming correspondence.
2. To supervise e-archiving of files.
 3. To represent the Attorney-General’s Office in Court, as and when required.
 4. To use ICT in the performance of his duties.
 5. 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 Legal Assistant in the roles ascribed to him.



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