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

Department: The Judiciary

Post: Judicial Research Assistant

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (12 054 081)

Effective Date: 05 December 2016

Qualifications: A.   A degree in Law from a recognised institution <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

B.   Candidates should –

(i)   possess good communication and interpersonal skills; and

(ii)   be computer literate.

Candidates should produce written evidence of knowledge claimed.

Roles and Responsibilities: To be responsible for the provision of timely and up-to-date research regarding legal issues.

Duties: 1.   To assist judicial officers –

(a)   in carrying out research work related to court cases;

(b)   in all matters relating to judicial administration and case-flow management; and

(c)   in preparatory work prior to participating in conferences, seminars, meetings, workshops and training.

2.   To assist in research for compilation of materials for the preparation of publications, pamphlets or booklets.

3.   To perform general legal advisory work.

4.   To carry out research using a proper management system of research methods.

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

CERTIFIED CORRECT

....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

05 December 2016
Date...

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

-2-

6. 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 Judicial Research Assistant in the roles ascribed to him.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

05 December 2016
Date...