

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Assistant Legal Secretary
- Salary:** Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 –
75,800 x 2,150 – 80,100 (12 080 097)
- Effective Date:** 18 December 2023
- Qualifications:**
- A. By selection from among officers in the following grades –
- (i) Senior State Counsel and Senior State Attorney; and
- (ii) State Counsel and State Attorney.
- B. Candidates should –
- (i) reckon an aggregate of at least three years' experience, as an attorney or a counsel, at the Attorney-General's Office and/or the Office of the Director of Public Prosecutions;
- (ii) possess administrative abilities; and
- (iii) have good organising, supervisory and decision-making skills.
- Role and Responsibilities:** To be responsible to the Chief Legal Secretary and the Legal Secretary in the general administration and coordination of the activities of divisions falling under the responsibility of the Attorney-General's Office.
- Duties:**
1. To assist in the –
- (i) vetting of deeds and other documents wherein Government is a party, including deeds pertaining to compulsory acquisition of land by Government; and
- (ii) performance of the duties as provided for under the Law Practitioners' Act, including regulating of Law Firms, Foreign Law Firms and Joint Law Ventures.

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CERTIFIED CORRECT

B. D. Nundloll

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

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2. To deal with complaints made against the Police and Law Practitioners.
3. To process minor petitions and letters from the public.
4. To supervise and monitor the work of officers of the Legal Assistant Cadre.
5. To advise on and participate in the training of officers of the Legal Assistant Cadre.
6. To ensure liaison with Ministries and Departments, as may be required by the Solicitor-General and the Chief Legal Secretary.
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 Assistant Legal Secretary in the roles ascribed to him.



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