

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Legal Secretary
- Salary:** Rs 62,700 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 (12 088 102)
- Effective Date:** 18 December 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Legal Secretary who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (i) leadership and problem-solving skills; and
  - (ii) managerial capabilities.
- Role and Responsibilities:** To assist the Chief 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 the Chief Legal Secretary in the general administrative work of a non-legal nature in the Attorney-General's Office.
  2. To vet deeds and other documents wherein Government is a party, including deeds pertaining to compulsory acquisition of land by the Government.
  3. To assist in the –
    - (i) performance of the duties as provided for under the Law Practitioners' Act, including regulating of Law Firms, Foreign Law Firms and Joint Law Ventures; and
    - (ii) organisation of conferences and social functions of the Office.
  4. To advise, on non-legal matters, the public on all petitions addressed to the Attorney-General.
  5. To deal with complaints made against the Police and Law Practitioners.

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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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6. To tender legal advice on issues of citizenship, non-citizens' property restrictions and other related matters to the Prime Minister's 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 Legal Secretary in the roles ascribed to him.



**CERTIFIED CORRECT**

*B. D. Nundloll*

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

**18 December 2023**

Date.....