

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

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Department: Office of the Director of Public Prosecutions
Post: Legal Administrator
Salary: Rs 46,250 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (12 72 82)
Effective Date: 16 December 2010

Qualifications: By selection from among officers in the State Counsel Cadre and the State Attorney Cadre who reckon at least five years' service in a substantive capacity in their respective cadres and who –

- (i) are proactive and possess managerial capabilities; and
- (ii) possess good organising, administrative and supervisory skills.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- A. possess –
- (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
 - (ii) a degree in Law or Law and Management from a recognised institution; and
 - (iii) a Master's Degree in Management or Administration from a recognised institution.

OR

Equivalent qualifications to (i), (ii) and (iii) above acceptable to the Public Service Commission.

- B. (i) reckon at least five years' post qualification experience at senior/middle management level; and
- (ii) are computer literate.

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

16 DEC 2010

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

Note

Qualification at A(i) above should have been obtained prior to qualification at A(ii) above and qualification at A(ii) above should have been obtained prior to qualification at A(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at A(i) above but who possess the qualifications at A(ii) and A(iii) above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at A(ii) and A(iii) above and at (b) under ‘Note’.

Candidates should produce written evidence of knowledge/experience claimed.

**Role and
Responsibilities:**

To be responsible for the general administration of the Office of the Director of the Public Prosecutions and the effective delivery of its administrative services.

Duties:

1. To be responsible for the general administrative work of a non-legal nature in the Office of the Director of Public Prosecutions.
2. To give assistance in the preparation of the budget in line with the Programme-Based Budget.

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

-3-

3. To advise the public on all petitions addressed to the Director of Public Prosecutions regarding non-legal matters.
4. To handle complaints concerning Law Practitioners.
5. To use ICT in the performance of his duties.
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 Legal Administrator in the roles ascribed to him.



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