

GOVERNMENT OF MAURITIUS

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

Department: Office of the Director of Public Prosecutions

Post: Principal Legal Assistant

Salary: Rs 25,500 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 38,100 (12 47 60)

Effective Date: 16 April 2013

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Legal Assistant who reckon at least three years’ service in a substantive capacity in the grade and who possess administrative and organising abilities.

Duties:

1. To assist –
 - (i) in the administrative duties of the Registry of the Office of the Director of Public Prosecutions; and
 - (ii) in attending to correspondence concerning all Court cases.
2. To prepare bills of costs and notices of taxation.
3. To update the Law Books of the Office of the Director of Public Prosecutions.
4. To be responsible for all appeals emanating from District Courts and the Intermediate Court and for the filing of notices of appeals.
5. To prepare and initiate proceedings in all Assize cases.
6. To prepare briefs for Assize cases.
7. To monitor briefs for Assize cases and cases before the Judicial Committee of the Privy Council.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

16 April 2013

Date.....

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8. To follow up summoning of witnesses, in Assize cases, with the Registry of the Supreme Court.
9. To use ICT in the performance of his duties.
10. 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 Principal Legal Assistant in the roles ascribed to him.



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

Date..... 16 April 2013