

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:** Chief Legal Support Officer
- 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:** 15 April 2019
- Qualifications:**
- A. By selection from among officers in the grade of Principal Legal Support Officer who –
- (i) reckon at least two years' service in a substantive capacity in the grade; and
- (ii) possess a degree in Law or Law and Management or a degree, the major part of which should be Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) have sound administrative ability;
- (ii) possess good communication and interpersonal skills; and
- (iii) have the ability to lead and motivate staff.
- Role and Responsibilities:** To be responsible for the overall management and supervision of the Registry of the Director of Public Prosecutions and to ensure its effective operation.
- Duties:**
1. To organise, plan, prioritise and coordinate the work of staff within the Registry and have an overall supervision on the work of the subordinate staff.
 2. To devise appropriate training courses and give practical training to officers of the Legal Support Cadre.
 3. To serve as a liaison to the Court System Staff, higher level management and in related research work, prepare materials and brief and participate in advanced legal executive activities.
 4. To gather data for surveys or perform research on special subjects or projects, compile and maintain data for incorporation into special periodic reports and for statistical records.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

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5. To liaise with the Director of Public Prosecutions, Deputy Director of Public Prosecutions, State Counsel and transmit objectives, assignments and follow-up on the status of assignments.
6. To establish and revise procedures, format and standard for office correspondence.
7. To attend Court with State Counsel with a view to ensure smooth on line case management including submission of brief and documents arising during court proceedings.
8. To ensure prompt scanning of all files for on line distribution.
9. To ensure the timely preparation of records for court cases, including appeals to Supreme Court or Judicial Committee.
10. To assist in the preparation of Affidavits, Motion papers and related documents or any documents as may be required by Law Officers.
11. To attend National Assembly for Committee of Supplies and assist in the preparation of replies for Private Notice Questions and Parliamentary Questions.
12. To use ICT in the performance of his duties.
13. 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 Chief Legal Support Officer in the roles ascribed to him.



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