

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 Support Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 (12 050 076)
- Effective Date:** 15 April 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Legal Support Officer/Senior Legal Support Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good organising and supervisory skills.
- Duties:**
1. To assist the Chief Legal Support Officer in the performance of his duties.
 2. To prepare and monitor brief for all cases lodged before the Supreme Court and the Judicial Committee of the Privy Council.
 3. To prepare summons for witnesses in all lodged cases before the Supreme Court and to follow up the summoning of witnesses with the Registry of the Supreme Court.
 4. To monitor applications for bails, motions and stand of the prosecution and authority to assist prosecutions and impart relevant information to State Counsel.
 5. To perform overall case management for all cases before Courts including the Supreme Court, the Judicial Committee of the Privy Council, first instance Assizes and Appellate.
 6. To accompany State Counsel in court with a view to ensure smooth on line case management including submission of documents arising during court proceedings.
 7. To prepare draft information when requested for vetting by Law Officers and references for cases to be lodged before the Intermediate Court.
 8. To act as officer in charge for files relating to Judicial Enquiries, Preliminary Enquiries and Fire Enquiries.
 9. To assist Law Officers, where requested, in the preparation of draft affidavits and to prepare any documents which may be required for court process.

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CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

15 April 2019
Date.....

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10. To be responsible for all Appeals emanating from any Court and to ensure the timely filing of Notices relating to such Appeals and the service of any documents pertaining thereto.
11. To prepare returns for case monitoring to be submitted regularly to the Director of Public Prosecutions and his Deputy.
12. To gather data for surveys and perform research on subjects and compile data to generate reports.
13. To be responsible for maintenance of documents/files.
14. To coordinate support activities for State Counsel/State Attorneys and determine work priorities.
15. To gather relevant data for onward transmission to Statistician and IT unit.
16. To perform legal research.
17. To prepare Bills of Costs and Notices of Taxation.
18. To use ICT in the performance of his duties.
19. 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 Support Officer in the roles ascribed to him.



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D. Gowry

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for Secretary for Public Service

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