

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 65 OF 2021**

**Vacancy for the Post of Assistant Legal Secretary**  
**Attorney-General's Office**

Applications are invited from qualified officers of the Attorney-General's Office and the Office of the Director of Public Prosecutions who wish to be considered for appointment as Assistant Legal Secretary in the Attorney-General's Office.

**II. QUALIFICATIONS**

- A. By selection from among serving officers who –
- (a) have been admitted as attorney or barrister-at-law under the Law Practitioners Act; and
  - (b) reckon at least three years' experience as an attorney or a counsel in the Attorney-General's Office and/or the Office of the Director of Public Prosecutions.
- B. Candidates should possess –
- (i) administrative abilities; and
  - (ii) organising and supervisory skills.

Candidates should produce written evidence of experience claimed.

**III. DUTIES AND SALARY**

1. To assist in the co-ordination of the activities of divisions operating under the responsibility of the Attorney-General's Office.
2. To assist in the vetting of deeds of sale, acquittance, lease wherein Government is a party and other documents.
3. To vet deeds pertaining to compulsory acquisition of land by Government.
4. To deal with the public in relation to complaints made against the Police and Law Practitioners.
5. To process minor petitions and letters from the public.
6. To supervise and monitor the work of officers of the Legal Assistant Cadre.
7. To advise on and participate in the training of officers of the Legal Assistant Cadre.

8. To ensure liaison with Ministries and Departments, as may be required by the Solicitor-General and the Chief Legal Secretary.
9. To give general assistance and support to the Solicitor-General and the Chief Legal Secretary in administrative matters and the discharge of their duties.
10. To use ICT in the performance of his duties.
11. 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 Assistant Legal Secretary in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 80,100 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**V. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 09 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 19 November 2021**

Public Service Commission,  
7, Louis Pasteur Street,  
**FOREST SIDE.**