

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 31 of 2022

Vacancy for Post of Secretary to the Chief Justice
The Judiciary

Applications are invited from qualified officers of The Judiciary who wish to be considered for appointment as Secretary to the Chief Justice in The Judiciary.

II. QUALIFICATIONS

By selection from among officers in the grades of –

- (i) Chief Registrar;
- (ii) Deputy Chief Registrar; and
- (iii) Senior Registrar/Regional Court Administrator reckoning at least two years' service in a substantive capacity in the grade

who –

- (i) have a thorough knowledge of the duties pertaining to various branches of the Judiciary;
- (ii) have a good practical knowledge of the Acts of Parliament and the rules regulating the procedure before all Courts of Law; and
- (iii) possess sound administrative ability, qualities of discretion, integrity and good interpersonal and communication skills.

III. ROLE AND RESPONSIBILITIES

To provide administrative support to the Chief Justice and the Judicial and Legal Service Commission and to contribute at managerial and technical levels to the effective administration of justice.

IV. DUTIES AND SALARY

1. To be the Secretary to the Chief Justice.
2. To be the Secretary of the Judicial and Legal Service Commission.
3. To be responsible for all correspondence addressed to the Judicial and Legal Service Commission and to ensure their speedy submission to the Chairperson.
4. To keep a record of business transacted and decisions taken at every meeting of the Commission.
5. To assist the Chief Justice in the management of Chambers and in general administrative duties.

6. To act as Commissioner of Oaths.
7. To use ICT in the performance of his duties.
8. 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 Secretary to the Chief Justice in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 62,700 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Judge in Bankruptcy and Master and Registrar.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 26 May 2022**. Applications received after the specified closing date and time will **not** be considered.

Date: 06 May 2022

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