

## MAURITIUS PUBLIC SERVICE

### PUBLIC ADVERTISEMENT NO. 55 OF 2022

#### Vacancy for Post of Legal Officer Public Service Commission and Disciplined Forces Service Commission

Applications are invited from qualified candidates who wish to be considered for employment as Legal Officer in the Public Service Commission and Disciplined Forces Service Commission **on a contractual basis** for an initial period of one year, which may be renewed thereafter.

#### **II. AGE LIMIT**

Candidates should not have reached their **65<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

A. By selection from among -

- (i) Barristers whose names have been entered on and not erased from the Roll of Law Practitioners and who reckon at least three years' standing at the Bar; and
- (ii) Attorneys-at-Law whose names have been entered on and not erased from the Roll of Law Practitioners and who reckon at least three years' practice in Court work.

B. Candidates should be computer literate.

#### **NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed, as appropriate, by the closing date.**
3. The Commission reserves the right not to make any appointment following this advertisement.

#### **IV. ROLE AND RESPONSIBILITIES**

To provide advice to officers of the Public Service Commission and Disciplined Forces Service Commission on all legal matters.

**V. DUTIES**

1. To assist in the preparation of Affidavits, Statements of Defence and any other documents in respect of cases lodged before the Supreme Court and other Courts and Tribunals.
2. To advise in matters pertaining to Public Service Commission Regulations, Disciplined Forces Service Commission Regulations and other legislations.
3. To work in collaboration with the Attorney-General's Office and other Ministries/Departments in relation to matters in respect of cases lodged against the Public Service Commission and the Disciplined Forces Service Commission.
4. To assist in cases against the Public Service Commission and the Disciplined Forces Service Commission before the Supreme Court and other Courts and Tribunals.
5. To represent the Commissions before the Supreme Court, other Courts and Tribunals and to depone on its behalf.
6. To keep records of Court Judgments and Determinations/Rulings in respect of all cases including legal advice from the State Law Office for future reference by the Commissions.
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 Legal Officer in the roles ascribed to him.

**VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT**

The selected candidate will be offered **either assignment of duties** against the vacancy, if he/she is a serving officer **or contract employment**, if he/she is not in the Public Service.

The terms and conditions are as follows:-

**A. Assignment of duties**

A public officer on permanent and pensionable establishment assigned the duties of Legal Officer in the Public Service Commission and Disciplined Forces Service Commission will be eligible for an allowance equivalent to:-

- (i) the difference between the initial salary of the post of Legal Officer and the salary drawn by the incumbent in his substantive post provided the allowance is not less than three increments worth at the incremental point reached in the substantive post;

or

- (ii) three increments worth at the incremental point reached in the substantive post provided the total emoluments of the officer are not less than the initial salary and not more than the maximum salary of the higher post.

The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.

**B. Contract Employment**

1. **Salary:** In the range of Rs 36,550 to Rs 59,300 a month, subject to years of experience.
2. **Travelling Allowance:** In accordance with regulations in force.
3. **Leave:**
  - (a) Sick Leave At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.
  - (b) Annual Leave At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.
4. **Passage Benefits:** At the rate of 5% of the annual salary drawn. No passage benefits will be earned during the 21 days annual leave whether taken or cashed.
5. **Gratuity:** End-of-contract gratuity in lieu of pension payable at the rate of two months' salary on completion of 12 months' satisfactory service provided the contract of employment is of duration of up to twelve months or more.
6. **Termination of Contract**
  - (a) The Government may, at any time, terminate the employment of the officer by giving one month's notice in writing or by paying one month's salary;
  - (b) The officer may resign from his/her employment by giving one month's notice in writing or by paying one month's salary to the Government; and

- (c) Should the officer, in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.

## **VII. FRINGE BENEFITS**

The Legal Officer is entitled to the following benefits:-

- (a) 100% duty remission for the purchase of a car with engine capacity of up to 1500 c.c. once every seven years; or a monthly car allowance in lieu of duty remission; and
- (b) loan facilities for the first purchase of a car equivalent to 21 months' salary with interest at the rate of 3% per annum, refundable in 84 monthly instalments subject to production of a bank guarantee covering the full amount of the loan.

## **VIII. 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. Candidates already in the service **should** submit their Application Form **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and Disciplined Forces Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement 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.**

**IX. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 12 September 2022.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 23 August 2022**

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