

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 127 OF 2023

**Vacancies for Post of Legal Support Officer/Senior Legal Support Officer
Office of the Director of Public Prosecutions**

Applications are invited from qualified candidates who wish to be considered for appointment as **Temporary** Legal Support Officer/Senior Legal Support Officer in the Office of the Director of Public Prosecutions.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

- A. possess a diploma in Legal Studies or a diploma in Legal Studies and Court Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- B. be computer literate.

NOTE

- 1. Candidates should produce written evidence of knowledge claimed.
- 2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
- 3. Candidates may be required to take part in a written examination.

4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible for the management of case files.
2. To assist officers in the State Counsel and the State Attorney Cadres in the delivery of Legal Services.
3. To open, organise case files and maintain documents and process ongoing information, update files, and monitor the registration of documents for production in Courts, including affidavits used in court process.
4. To scan and file court documents electronically and maintain electronic filing databases and process case file on line.
5. To compose routine letters and memoranda, and screen and prepare responses to complaints and requests.
6. To perform basic legal research and keep an up-to-date index of judgments and legislations.
7. To act as secretary, as and when required and to take notes during meetings.
8. To maintain Counsel/Attorney calendar for court appearance, and record and monitor court appearances dates and pleadings.
9. To deposit and retrieve process of court at the Registries of the Supreme Court, the Intermediate Court, the Industrial Court and District Court at the Usher's Office.
10. To attend Court session when requested with State Counsel with a view to counsel the latter regarding brief and filing of documents.
11. To arrange for the swearing of affidavits by members of the Police Force before the Chief Registrar of the Supreme Court.
12. To process applications for bails and authority to assist prosecution.
13. To process applications for Temporary waiving of Departure.

14. To assist in the preparation and processing of brief of all cases and cases before the Judicial Committee of the Privy Council.
15. To sort, open, log and distribute incoming mails to staff and to attach incoming correspondence to case file and related materials needed for action.
16. To liaise with overseas agents for cases including the Privy Council.
17. To use ICT in the performance of his duties.
18. 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 Support Officer/Senior Legal Support Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

V. 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 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.**

VI. 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 Wednesday 18 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 28 September 2023

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