

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 107 OF 2023

Vacancies for Post of Judicial Research Assistant/ Senior Judicial Research Assistant The Judiciary

Applications are invited from qualified candidates who wish to be considered for appointment as **Temporary** Judicial Research Assistant/Senior Judicial Research Assistant in The Judiciary.

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

- A. Candidates should possess a degree in Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should -
 - (i) possess good communication and interpersonal skills; and
 - (ii) 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. ROLE AND RESPONSIBILITIES

To be responsible for the provision of timely and up-to-date research regarding legal issues.

V. DUTIES AND SALARY

1. To assist judicial officers –
 - (a) in carrying out research work related to court cases;
 - (b) in all matters relating to judicial administration and case-flow management; and
 - (c) in preparatory work prior to participating in conferences, seminars, meetings, workshops and training.
2. To assist in research for compilation of materials for the preparation of publications, pamphlets or booklets.
3. To perform general legal advisory work.
4. To carry out research using a proper management system of research methods.
5. To use ICT in the performance of his duties.
6. 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 Judicial Research Assistant/Senior Judicial Research Assistant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 27,400 a month.

VI. 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.**

VII. 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 Monday 11 September 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 22 August 2023

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