

MAURITIUS PUBLIC SERVICE

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 16 OF 2024

Vacancy for 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 officers in the following grades –
- (i) Senior State Counsel and Senior State Attorney; and
 - (ii) State Counsel and State Attorney.
- B. Candidates should –
- (i) reckon an aggregate of at least three years' experience, as an attorney or a counsel, at the Attorney-General's Office and/or the Office of the Director of Public Prosecutions;
 - (ii) possess administrative abilities; and
 - (iii) have good organising, supervisory and decision-making skills.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Chief Legal Secretary and the Legal Secretary in the general administration and coordination of the activities of divisions falling under the responsibility of the Attorney-General's Office.

IV. DUTIES AND SALARY

1. To assist in the -
 - (i) vetting of deeds and other documents wherein Government is a party, including deeds pertaining to compulsory acquisition of land by Government; and
 - (ii) performance of the duties as provided for under the Law Practitioners' Act, including regulating of Law Firms, Foreign Law Firms and Joint Law Ventures.
2. To deal with complaints made against the Police and Law Practitioners.
3. To process minor petitions and letters from the public.

4. To supervise and monitor the work of officers of the Legal Assistant Cadre.
5. To advise on and participate in the training of officers of the Legal Assistant Cadre.
6. To ensure liaison with Ministries and Departments, as may be required by the Solicitor-General and the Chief Legal Secretary.
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 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.

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. Application Forms 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.**

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 Monday 15 April 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 26 March 2024

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