PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

Post : Legal Affairs Officer (On Contract basis)

Allowance : An all-inclusive allowance in the range of Rs 36550 to Rs 59,300 per month subject to years of experience.

Qualifications :
A. Degree in Law or in a legal field or an equivalent qualification acceptable to the Board.
B. Candidates should:
   (i) reckon at least three years' experience in dealing court and legal matters/proceedings;
   (ii) have good interpersonal and communication skills;
   (iii) be assertive, tactical and capable to work under pressure and tight deadlines;
   (iv) have high sense of responsibility and confidentiality
   (v) be computer literate

Role and Responsibilities : To be responsible to the Director for all legal matters pertaining to PSEA.

Duties:

1. To perform general legal advisory work; carry out research in the legal field and research work related to court cases; compile legal materials/documents; and conduct preparatory work.
2. To keep a record of all legal advice sought and received.
3. To advise on legal issues.
4. To liaise with the Authority’s counsel and follow-up on any legal dispute or litigation in which the Authority may be involved.
5. To keep track of all legal documents in the field of private education sector in Mauritius.
6. To prepare documents on any legal issues for consideration of the PSEA Board.
7. To assist in the drafting of regulations, criteria and guidelines in line with the PSEA's mandate, as and when required.
8. To assist in the preparation of Affidavits, Statements of Defense and any other documents in respect of cases lodged before the Supreme Court and other Courts and Tribunals.
9. To assist the PSEA in carrying out research work related to court cases and legal advisory work generally.
10. To open, organize 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.

11. To perform basic legal research and keep and up to date legal advice index of judgements and legislations.

12. To provide guidance and assistance in the management of litigation issues, such as contract disputes, amongst others.

13. To advise in matters pertaining to PSEA regulations and legislations.

14. 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 PSEA.

15. To attend Court session when requested with the PSEA’s legal adviser regarding briefs and filing of documents.

16. To assist in cases against the PSEA before the Supreme Court and other Courts and Tribunals.

17. To represent the PSEA before all Courts and depone on its behalf.

18. To keep an up-to-date index record of Court Judgments and rulings in respect of all cases including legal advice from State Law Office for future reference by the PSEA.

19. To carry out research in respect of any new legislations and amendments brought to existing legislations related to the sector.

20. To use ICT in the performance of his duties.

21. 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 Affairs Officer in the roles ascribed to him.