Vacancies for Post of Licensing/Registration Officer/Senior Licensing/Registration Officer
National Transport Authority

Applications are invited from qualified officers who wish to be considered for appointment as Licensing/Registration Officer/Senior Licensing/Registration Officer in the National Transport Authority.

II. QUALIFICATIONS

A. By selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good interpersonal and communication skills to deal with members of the public; and

(ii) be assertive, tactful, dynamic and capable to meet deadlines.

III. DUTIES AND SALARY

1. To assist the Principal Licensing/Registration Officers in the performance of their duties.

2. To deal with all correspondence relating to the processing of applications for –

   (i) new licences and renewal of licences;

   (ii) registration and transfer of vehicles;

   (iii) drivers’ certificates and student identity cards; and

   (iv) ‘certificat de gage sans deplacement’.

3. To keep updated files, registers and cards in respect of licences and registration documents issued/renewed.

4. To check entries made in files, registers, cards and on the computer and ensure their updating and follow-up.

5. To scan and print documents for licensing and registration needs.

6. To prepare and process data to be fed into the computerised system of the National Transport Authority and to retrieve such data, as and when required.

7. To provide counter services for the issue of licences for registration and transfer of vehicles and collect revenue relating to these transactions.
8. To record decisions of the Authority in respect of each application for a licence.

9. To attend to queries from the public and provide such information, as may be required.

10. To attend court, depone on information needs and produce certified true copies of documents, whenever necessary.

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

12. 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 Licensing/Registration Officer/Senior Licensing/Registration Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission on the following address:- http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx

2. Candidates are requested to follow the procedures that can be accessed through the “How To Apply” option on the above link.

3. Candidates are required to submit a printed copy of their Application Form, duly signed, through their respective Supervising/Responsible Officer. For any other query, please contact the PSC help desk on e-mail address pdsc@govmu.org, phone number 670 9705 and fax number 670 3417.

4. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

5. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. CLOSING DATE

Online Application Form should be submitted **not later than 3.00 p.m. on Monday 04 September 2017.**

Date: 15 August 2017

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