Vacancies for Post of Compliance Officer
Ministry of Finance and Economic Development
(Corporate and Business Registration Department)

Applications are invited from qualified candidates who wish to be considered for appointment as Compliance Officer in the Corporate and Business Registration Department of the Ministry of Finance and Economic Development.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should 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 communication and interpersonal skills;

   (ii) have a positive attitude towards work; and

   (iii) 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 (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence and of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

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 examine and ascertain that all documents and applications submitted either manually or electronically comply with the various laws under the purview of the Department.

2. To assess and ascertain that fees, whenever required, are properly levied on documents.

3. To perform data capture operations in the computerised system in the Corporate and Business Registration Department and to ensure their accuracy.

4. To validate information captured and to issue any document or certificate required under the respective legislation.

5. To ensure that information and documents required under the respective legislation are attended to expeditiously.

6. To assist the heads of sections in taking any appropriate action in respect of any non-compliance under the various legislation administered by the Department.

7. To follow up judicial action against defaulting companies and businesses until final determination.

8. To represent the Registrar of Companies in Court/Tribunal, as and when required.

9. To effect site visits at any registered offices or and business premises to ensure compliance with the various legislation administered by the Department.

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

11. 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 Compliance Officer in the roles ascribed to him.

Note

Compliance Officers should serve on a tour of service in Rodrigues, as and when required.

The permanent and pensionable post carries salary in scale Rs15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

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

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are encouraged to submit their e-mail address.

6. 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.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” 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.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, not later than 3.00 p.m. (local time) on Thursday 27 December 2018. Applications received after the specified closing date and time will not be considered.

Date: 07 December 2018

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