Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Clerk, Assessment Review Committee in the Ministry of Finance and Economic Development (Assessment Review Committee).

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 degree in Accounting or Economics or Law and Management or Statistics or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -
   (i) have knowledge of revenue laws and fiscal administration;
   (ii) possess communication and interpersonal skills; 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 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. ROLE AND RESPONSIBILITIES

To assist in the efficient and effective administration and management of the Assessment Review Committee.

V. DUTIES AND SALARY

1. To assist the Clerk, Assessment Review Committee in receiving and processing representations made to the Committee, convening aggrieved persons before the Committee and communicating to such persons as well as to the Director, Mauritius Revenue Authority and Registrar-General, the decision of the Committee.

2. To schedule lodged representations.

3. To prepare –

   (i) monthly statistics on cases; and

   (ii) roster for Shorthand Writers.

4. To process requests for minutes of proceedings and documents from parties.

5. To assist in arranging for such administrative and secretarial or other assistance as the Committee may require.

6. To assist the Clerk, Assessment Review Committee in receiving and in keeping record of appeals.

7. To assist the Committee in the discharge of its functions.

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

9. 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 Deputy Clerk, Assessment Review Committee in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 a month.
VI. 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 **09.00 a.m to 03.30 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** 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 advised to submit their e-mail address.

6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the 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.
VII. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. (local time) on Wednesday 09 October 2019.** Applications received after the specified closing date and time will **not** be considered.

Date: 19 September 2019

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