Applications are invited from qualified officers of the Registrar-General’s Department who wish to be considered for appointment as Registrar-General in the Department.

II. QUALIFICATIONS

A. By selection from among officers in the grades of –
   (i) Deputy Registrar-General; and
   (ii) Assistant Registrar-General who reckon at least two years’ service in a substantive capacity in the grade.

B. Candidates should –
   (i) have a thorough knowledge of all the aspects of the work of the Department and also of all legislations relevant to the Department;
   (ii) be proactive and have the ability to think strategically;
   (iii) possess strong leadership skills as well as effective communication and interpersonal skills;
   (iv) have strong commitment to lead change/reforms; and
   (v) have the ability to work under pressure.

III. ROLE AND RESPONSIBILITIES

To be responsible for the effective and efficient management and the day-to-day administration of the Registrar-General’s Department and to ensure compliance with all the relevant legislations pertaining to the Department.

IV. DUTIES AND SALARY

1. To discharge of all or any of the duties appertaining to the offices of Registrar-General, Conservator of Mortgages and Receiver of Registration Dues.

2. To exercise all the powers and duties by any enactment vested in or imposed upon him as Registrar-General, Conservator of Mortgages and Receiver of Registration Dues.

3. To act as Authorised Officer for Campement and Campement Site Tax.
4. To enforce the Registration Duty Act, the Land (Duties and Taxes) Act, the Transcription and Mortgage Act and other relevant laws governing registration and transcription.

5. To preserve mortgages and perform the duties of Conservator of Mortgages under relevant legislations in force.

6. To assist the Ministry of Finance, Economic Planning and Development and any other Ministry/Department in drafting legislations pertaining to the Registrar-General’s Department.

7. To put appropriate mechanisms in place to ensure a quality and timely service to customers.

8. To ensure that a precise, accurate and updated land information is published.

9. To advise on tax policies and tax administration relating to the Registrar-General’s Department.

10. To ensure that revenue (duties and taxes) are collected within legal framework.

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 Registrar-General in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 110,000 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at 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 should submit a printed copy of their Application Form, duly signed, through the Financial Secretary, Ministry of Finance, Economic Planning and Development.

4. For queries regarding Username and Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.
5. **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**.

6. 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.**

**VI. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m (local time) on Thursday 08 October 2020.** Applications received after the specified closing date and time will **not** be considered.

Date: 18 September 2020

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