Applications are invited from qualified candidates who wish to be considered for appointment as Civil Status Officer in the Prime Minister’s Office (Civil Status Division).

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**

1. Candidates should possess -

   A. (a) a Cambridge School Certificate with credit in at least five subjects including English Language and French obtained at not more than two sittings or

   (b) Passes not below Grade C in at least five subjects including English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   **Note**

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

   B. 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**

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.
2. Candidates should be computer literate.

NOTE
1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.
2. Candidates should produce written evidence of knowledge claimed.
3. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.
4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY
1. To assist Senior Civil Status Officers at main offices in the performance of their duties or to be in charge of Civil Status sub-offices.
2. To register births and deaths.
3. To deal with the publication and celebration of civil marriages.
4. To register religious marriages having civil effect in accordance with Section 28 of the Civil Status Act.
5. To prepare returns for the compilation of vital statistics.
6. To perform duties related to the issue of National Identity Card.
7. To perform word processing and other basic ICT functions.
8. 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 Civil Status Officers in the roles ascribed to them.

Note
Civil Status Officers are required to attend duty on Saturdays, Sundays and Public Holidays on a roster basis for the registration of deaths only.
The permanent and pensionable post carries salary in scale Rs 14,050 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 – 30,175 a month.

V. MODE OF APPLICATION

1. Qualified candidates should 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 Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Thursday 15 December 2016.

Date: 02 December 2016