PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.2 OF 2016

Vacancy for the Post of Assistant Commercial Officer
Ministry of Industry, Commerce and Consumer Protection
(Commerce Division)

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Commercial Officer in the Commerce Division of the Ministry of Industry, Commerce and Consumer Protection.

II. QUALIFICATIONS

By selection from among officers holding a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Management Support Officer who -

(a) reckon at least four years’ service in a substantive capacity in the grade or an aggregate of at least four years’ service in a substantive capacity in the grades of Clerical Officer/Higher Clerical Officer and Officer (restyled Management Support Officer);

(b) possess the 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;

(c) are conversant with import procedures and the provisions of the Consumer Protection (Control of Imports) Regulations; and

(d) are customer-oriented.

Note: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

III. DUTIES AND SALARY

1. To assist Commercial Officers in the performance of duties relating to import control.

2. To issue import permits and authorise delivery of goods from the Mauritius Revenue Authority (Customs) in accordance with the provisions of the Consumer Protection (Control of Imports) Regulations.

3. To assist Commercial Officers in the verification of controlled goods either at the Mauritius Revenue Authority (Customs) or at the premises of importers with a view to ensuring compliance with conditions attached to the issue of import permits.

4. To visit the premises of authorised dealers of imported second-hand motor vehicles with a view to ascertaining compliance with the provisions of the Consumer Protection (Importation and Sale of Second-hand Motor Vehicles) Regulations.

5. To provide assistance to the public on matters relating to the issue of import permits and the clearance of controlled goods from the Mauritius Revenue Authority (Customs).
6. To collect information and statistics pertaining to controlled goods.
7. To use ICT in the performance of his duties.
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 Assistant Commercial Officers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 a month plus salary compensation at approved rates.

IV. 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. Applications should be submitted 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 circular 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.**

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on 18 February 2016.**

Date: 29 January 2016

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