MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 130 OF 2016

Vacancies for Post of Deputy Clerk, Assessment Review Committee
Ministry of Finance and Economic Development
(Assessment Review Committee)

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 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.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

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 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 26 December 2016.

Date: 06 December 2016

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