Applications are invited from qualified candidates who wish to be considered for appointment as Official Receiver in the Ministry of Finance and Economic Development (Companies 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

A. Candidates should be Law Practitioners of at least five years’ standing at the Bar and who reckon a minimum of ten years’ experience in insolvency matters.

B. Candidates should –

   (i) have a thorough knowledge of the law of insolvency and in particular the Companies Act and the Insolvency Act;

   (ii) be conversant with the Government machinery, processes and functions;

   (iii) possess strong administrative, managerial and leadership skills;

   (iv) have good communication and interpersonal skills; and

   (v) be computer literate.

Note

Candidates should produce written evidence of experience/knowledge claimed.

IV. ROLE AND RESPONSIBILITIES

To execute the duties of his office as laid down in the relevant legislation.
V. DUTIES AND SALARY

1. To assist the Registrar of Companies/Director of the Insolvency Service or any officer designated by him in the performance of his duties.

2. To be responsible to the Registrar of Companies/Director of the Insolvency Service for the discharge of the duties as laid down in the Insolvency Act, which include amongst others –

(a) to fulfill the duties of Interim Receiver of a debtor’s property;
(b) to be the trustee of a bankrupt’s estates vested in him;
(c) to convene and chair meetings of creditors in bankruptcy cases and meeting of creditors and contributories in winding-up cases;
(d) to act as Liquidator/Provisional Liquidator and exercise control over Liquidators/Provisional Liquidators/Deputy Official Receiver;
(e) to conduct private examination of the debtor and of other persons, as required;
(f) to present evidence and conduct the examination of the debtor and other witnesses in a public examination before the Court;
(g) to prepare and file such reports in the Court or with the Registrar of Companies/Director of the Insolvency Service as may be required;
(h) to levy such fees as determined by law; and
(i) to represent the Registrar of Companies/Director of the Insolvency Service in Court.

3. To perform the duties devolving under the Companies Act.

4. To supervise, co-ordinate and monitor the work of Deputy Official Receivers.

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

6. 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 Official Receiver in the roles ascribed to him.

Note

The Official Receiver may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 35,990 and Rs 36,280 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 Thursday 08 August 2013.

Date: 19 July 2013.

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