PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.29 OF 2016

Vacancy for Post of Assistant Registrar-General
Registrar-General’s Department

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

II. QUALIFICATIONS

A. By selection from among officers in the grades of –

(i) Chief Registration Officer; and

(ii) Principal Registration Officer/Chief Registration Officer who reckon at least five years’ service in a substantive capacity in the grade or an aggregate of at least five years’ service in a substantive capacity in the grade of Principal Registration Officer/Chief Registration Officer and in the former grade of Principal Registration Officer.

B. Candidates should –

(i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) have a sound knowledge of matters relating to duties and taxes and land registry;

(iii) have the ability to lead and motivate a team of officers;

(iv) possess good administrative, interpersonal, communication and organising skills; and

(v) be able to work under pressure and meet deadlines.

Note

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.

III. ROLE AND RESPONSIBILITIES

To assist in the effective and efficient management of the different sections/units of the Registrar-General’s Department and in ensuring compliance with all relevant legislations pertaining to the Department.
IV. DUTIES AND SALARY

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

2. To assist the Conservator of Mortgages in the performance of his duties as Conservator of Mortgages under legislations in force.

3. To make analysis of authenticated copies of notarial deeds or letters from banks and make entries in the margin of inscription for erasure and ensure follow-up.

4. To verify taxes generated by the computer on authenticated copies, notarial deeds or letters from banks and forward notice for payment to cashier.

5. To validate refund of excess duties and taxes.

6. To advise the Registrar-General on remedial action to be taken on evasion of duties and taxes.

7. To attend Court/Committees/ObjectionUnit/Assessment Review Committee.

8. To verify entries in the Register of Deposits on a daily basis and report promptly any incorrectness in entries to the Registrar-General or Deputy Registrar-General.

9. To be in charge of a section.

10. To train and monitor the work of subordinate staff.

11. Toscan and print documents.

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

13. 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 Assistant Registrar-General in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs37,125 x 1,225 – 40,800x1,525 – 49,950 x 1,625 – 59,700 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Registrar-General, Registrar-General’s Department.

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.

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 Tuesday 28 June 2016.

Date: 08 June 2016

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