Applications are invited from qualified officers who wish to be considered for appointment as Compliance Officer (on roster) in the Corporate and Business Registration Department of the Ministry of Finance and Economic Development.

II. QUALIFICATIONS

A. By selection from among serving officers who possess 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 an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good communication and interpersonal skills; and

(ii) have a positive attitude towards work.

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 examine and ascertain that all documents and applications submitted either manually or electronically comply with the Companies Act, the Business Registration Act and the Insolvency Act.

2. To assess and ascertain that fees, whenever required, are properly levied on documents to be lodged.

3. To perform data capture operations in the computerised system in the Corporate and Business Registration Department and to ensure their accuracy.

4. To validate information captured and to issue any document or certificate required under the respective legislations.

5. To ensure that information and documents required under the respective legislations are attended to expeditiously.

6. To report to the respective heads of sections, offences committed by companies and businesses.

7. To initiate and follow up judicial action against defaulting companies and businesses until final determination.
8. To represent the Registrar of Companies in Court, as and when required.

9. To effect site visits on any business premises to ensure compliance with the Business Registration Act.

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

11. 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 Compliance Officer (on roster) in the roles ascribed to him.

**Note**

1. Compliance Officers (on roster) are required to work on a roster basis including Saturdays, Sundays and Public Holidays.

2. Compliance Officers (on roster) are required to serve on a tour of service in Rodrigues, as and when required.

The permanent and pensionable post carries salary in scale Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

### 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.gov.mu](http://psc.gov.mu)

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

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 Thursday 07 August 2014.**

Date: 18 July 2014

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