PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 21 OF 2013

Vacancy for the Post of Deputy Registrar of Civil Status
Prime Minister’s Office (Civil Status Division)

Applications are invited from qualified officers of the Civil Status Division who wish to be considered for appointment as Deputy Registrar of Civil Status in the Prime Minister’s Office (Civil Status Division).

II. QUALIFICATIONS

By selection from among officers in the grades of -

(a) Principal Civil Status Officer; and

(b) Senior Civil Status Officer who reckon at least seven years’ service in a substantive capacity in the grade

and who -

(i) are conversant with all legislations relevant to the Division;

(ii) have considerable organising skills and management abilities in matters relating to civil status and national identity; and

(iii) are capable of leading and motivating teams of officers.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar of Civil Status in the achievement of excellence in service delivery relating to Civil Status Affairs.

IV. DUTIES AND SALARY

1. To assist the Registrar of Civil Status in the performance of his duties and to deputise for him.

2. To co-ordinate the activities of Principal Civil Status Officers.

3. To deal with applications from foreigners wishing to marry in Mauritius within 24 hours.

4. To perform all duties as prescribed in the Civil Status Act and the National Identity Card Act.

5. To ensure proper mentoring and training of staff.

6. To assist in the implementation of the Performance Management System in the Civil Status Division.

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 the Deputy Registrar of Civil Status in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 34,200 x 1,200 - 36,600 x 1,500 –51,600 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 Senior Chief Executive, Prime Minister’s Office (Civil Status Division).

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

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.

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 04 June 2013.

Date: 15 May 2013