PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 24 OF 2013

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

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

II. QUALIFICATIONS

A. By selection from among –

(i) officers in the grades of –

(a) Deputy Registrar of Civil Status; and

(b) Principal Civil Status Officer who reckon at least six years’ service in a substantive capacity in the grade; and

(ii) serving officers holding a substantive appointment and who -

(a) possess a Degree in Public Administration or Management or Law or Sociology or Economics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(b) reckon at least ten years’ experience at mid-management level.

B. Candidates should -

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

(ii) have demonstrated high ethical standards and shared values;

(iii) have good interpersonal and communication skills;

(iv) possess managerial skills and leadership qualities; and

(v) be forward looking, innovative and have personal credibility and integrity.

Note

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
III. **ROLE AND RESPONSIBILITIES**

To be responsible for the achievement of excellence in service delivery relating to Civil Status Affairs.

IV. **DUTIES AND SALARY**

1. To be responsible to the Secretary for Home Affairs for the general administration and management of the Civil Status Division and the National Identity Card Unit.

2. To perform the duties of Registrar as laid down in the Civil Status Act and the National Identity Card Act.

3. To advise on policy and administrative matters relating to civil status and National Identity Card.

4. To organise and implement training programmes for the staff.

5. To ensure the implementation of the Performance Management System in the Civil Status Division.

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

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

The permanent and pensionable post carries a salary of Rs 86,000 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 85,000 and Rs 85,500 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 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

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 Thursday 11 July 2013.

Date: 21 June 2013.