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

II. QUALIFICATIONS

By selection from among officers in the grades of-

(a) Senior Civil Status Officer; and

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

and who -

(i) have thorough knowledge of matters relating to civil status and national identity; and

(ii) possess administrative ability and organising skills.

III. DUTIES AND SALARY

1. To assist the Deputy Registrar of Civil Status and the Registrar of Civil Status in the performance of their duties.

2. To be responsible for the administration of a zone.

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

4. To train and mentor staff under his supervision.

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 Principal Civil Status Officers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 25,500 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 39,600 a month.

The selected candidate who is appointed in a temporary capacity in the grade will draw a flat salary of Rs 25,500 a month or retain the salary of his substantive post, whichever is the higher.
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 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.

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 28 May 2013.

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

Date: 08 May 2013