PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 09 OF 2023

Vacancies for Post of Compliance Officer
Ministry of Finance, Economic Planning and Development
(Corporate and Business Registration Department)

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

II. QUALIFICATIONS

A. By selection from among –

(a) serving officers who hold a substantive appointment and 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"

AND

(b) candidates who –

(i) 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"; and

(ii) are computer literate.

OR

Equivalent qualifications to **(a)** and **(b) (i)** above 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

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to take part in a written examination.

4. The Commission reserves the right:

   (i) to convene **only** the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.

III. DUTIES AND SALARY

1. To examine and ascertain that all documents and applications submitted either manually or electronically comply with the various laws under the purview of the Department.

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

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 legislation.

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

6. To assist the heads of sections in taking any appropriate action in respect of any non-compliance under the various legislation administered by the Department.

7. To follow up judicial action against defaulting companies and businesses until final determination.

8. To represent the Registrar of Companies in Court/Tribunal, as and when required.

9. To effect site visits at any registered offices or/and business premises to ensure compliance with the various legislation administered by the Department.

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 in the roles ascribed to him.

Note

Compliance Officers should serve on a tour of service in Rodrigues, as and when required.

3/…

The permanent and pensionable post carries salary in scale Rs 18,375 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 38,400 a month.

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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

2. Application Forms should be submitted in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **https://psc.govmu.org**

4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. 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 candidate.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (*local time*) on Thursday 16 March 2023.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 24 February 2023