

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 20 OF 2025

Vacancy for Post of Registrar, Small and Medium Enterprises **Ministry of Industry, SME and Cooperatives (SME Division)**

Applications are invited from qualified serving officers who wish to be considered for appointment as Registrar, Small and Medium Enterprises in the Ministry of Industry, SME and Cooperatives (SME Division).

II. QUALIFICATIONS

By selection from among serving officers who hold a substantive appointment in their respective grade and who –

- (i) possess a Master's Degree in Business Administration or Finance or Economics or Business Management or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least five years' experience in the Small and Medium Enterprises Sector and in the provision of business facilitation services;
- (iii) possess good organising, analytical and leadership skills; and
- (iv) possess strong interpersonal and communication skills.

NOTE

- 1. Candidates should produce written evidence of experience claimed.
- 2. **The onus for the submission of written evidence of experience claimed and equivalence of qualifications (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 experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To be responsible to the head of the Ministry on all matters relating to the registration and licensing of Small and Medium Enterprises and Mid-Market Enterprises and provision of business facilitation services to them.

IV. DUTIES AND SALARY

- 1. To perform the duties of Registrar, Small and Medium Enterprises in accordance with the Small and Medium Enterprises Act 2017 and subsidiary legislation made therein or as may be amended thereafter.
- 2. To be responsible for the development and implementation of strategies and policies to drive the Small and Medium Enterprises Sector towards good governance, transparency, accountability and higher performance.

3. To advise the Ministry on –
 - (i) the provisions of legislation relating to Small and Medium Enterprises;
 - (ii) the formulation, review and updating of those legislations and other related legislations, as appropriate;
 - (iii) the development of effective policies with respect to the registration of Small and Medium Enterprises; and
 - (iv) legal and policy framework for the promotion, consolidation and development of the Small and Medium Enterprises Sector.
4. To act as the authorised officer for the Small and Medium Enterprises Registration Unit as may be designated by the head of the Ministry.
5. To provide support and information to facilitate the obtention of any registration, permit, licence, authorisation or clearance to new and existing enterprises.
6. To put appropriate mechanisms in place to ensure a quality and timely service to customers.
7. To keep a register in respect of every registered Small and Medium Enterprise under the Small and Medium Enterprises Act 2017.
8. To maintain an updated database of information and statistics of the Small and Medium Enterprises Sector.
9. To use ICT in the performance of his duties.
10. 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, Small and Medium Enterprises in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 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 Public 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 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.**

VI. 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 10 July 2025**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 20 June 2025

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