PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 82 OF 2026

Vacancy for Post of Online Systems Coordinator
Ministry of Finance
(Corporate and Business Registration Department)

Applications are invited from qualified officers of the Ministry of Finance (Corporate and Business Registration Department) who wish to be considered for appointment as Online Systems Coordinator in the Corporate and Business Registration Department of the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Compliance Officer who reckon at least two years' service in a substantive capacity in the grade and who –

(i) possess a sound knowledge of the Companies and Business Registration Integrated System at the Department;

(ii) are well-versed with the relevant legal requirements of different legislations administered by the Department; and

(iii) are highly conversant with the multiple interconnected modules, systems and procedures in place.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar of Companies in the implementation of policies and coordination of activities relating to the online systems at the Department.

IV. DUTIES AND SALARY

1. To monitor changes in the Companies and Business Registration Integrated System and other online systems and liaise with institutions concerned, including the State Informatics Ltd, Mauritius Network Services Ltd and users whenever any modifications or enhancements are required.

2. To keep all Heads of Sections informed regarding any changes brought to the systems.

3. To liaise with users of corresponding sections to ensure that the systems are operating efficiently.

4. To monitor the website of the Department and ensure that it is regularly updated in accordance with any change in the legislations and processes.

5. To attend meetings as regards to 'Information Highway' with institutions concerned, examine their respective requests and forward to State Informatics Ltd for preparation of reports.

6. To attend to mails regarding different issues/online queries, search and payment and direct the queries to appropriate sections.

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7. To take follow-up actions on various issues through the online ticketing system of the Mauritius Network Services Ltd.

8. To attend to complaints regarding online filing/search.

9. To prepare and generate statistical Reports on companies, insolvency status and other relevant issues as required by both internal and external stakeholders.

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 Online Systems Coordinator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 47,950 x 1,050 – 49,000 x 1,100 - 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 a month.

However, for the year 2026, the discounted initial salary would be Rs 45,487.

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 the Financial Secretary.

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 Wednesday, 02 December 2026.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 12 November 2026