

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS

- Department:** Employment Relations Tribunal
- Post:** Registrar, Employment Relations Tribunal
- Salary:** Rs 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075  
(12 063 082)
- Effective Date:** 20 July 2017
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Registrar, Employment Relations Tribunal who reckons at least two years' service in a substantive capacity in the grade and who –
- (i) possesses good organising, supervisory and managerial skills;
  - (ii) possesses good interpersonal and communication skills;
  - (iii) has a high sense of responsibility, trustworthiness, discretion and integrity; and
  - (iv) is able to meet tight deadlines.
- Role and Responsibilities:** To be responsible for the effective and efficient management of the Employment Relations Tribunal.
- Duties:**
1. To act as Secretary of the Employment Relations Tribunal.
  2. To receive and process disputes and appeals.
  3. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
  4. To vet minutes of Tribunal proceedings.
  5. To take charge of court records.
  6. To be the custodian of Record files and Registrar Seals and Exhibits produced and to perform all works pertaining to the Tribunal, to ensure the proper handling and safeguarding of evidence and file management, and keep control of Exhibits produced in Court.
  7. To arrange for the classification and custody of office files and case records.

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CERTIFIED CORRECT

  
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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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8. To tax witnesses' attendance documents.
9. To administer oath to witnesses and call cases before the Tribunal.
10. To vet cause lists and daily rolls.
11. To ensure that awards are despatched to parties and arrange for their publication in the Government Gazette.
12. To be responsible for the day-to-day running of the Tribunal and the general supervision of the office.
13. To collect information, data and materials, as may be required by the President of the Tribunal.
14. To assist in –
  - (i) preparing the annual report; and
  - (ii) the preparation and monitoring of the budget of the Tribunal.
15. To supervise and train subordinate staff.
16. To use ICT in the performance of his duties.
17. 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, Employment Relations Tribunal in the roles ascribed to him.



**CERTIFIED CORRECT**

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*Sheela*  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

20 July 2017

Date.....