

(H)

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (Civil Status Division)
- Post:** Senior Civil Status Officer
- Salary:** Rs 15,000 x 500 – 16,000 x 600 – 23,200 (18 37 51)
- Effective Date:** 18 February 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Civil Status Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good communication and supervisory skills.
- Duties:**
1. To assist the Principal Civil Status Officer in the performance of his duties and to be in charge of the main Civil Status Office in each district outside Port Louis.
 2. To be responsible for the smooth running and control of sub-offices district-wise.
 3. To register births and deaths.
 4. To deal with the publication and celebration of civil marriage.
 5. To register religious marriages having civil effect in accordance with section 28 of the Civil Status Act.
 6. To prepare returns or compilation of vital statistics.
 7. To perform duties related to the issue of National Identity Cards.
 8. To train and mentor staff under his supervision.
 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 Senior Civil Status Officers in the roles ascribed to them.

Note

Senior Civil Status Officers are required to attend duty on Saturdays, Sundays and Public Holidays on a roster basis for the registration of deaths only.



CERTIFIED CORRECT

A. K. ...

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

Date..... 18 FEB 2011