Ministry: Business, Enterprise and Co-operatives (Business and Enterprise Division)

Post: Commercial Officer

Salary: Rs 17,200 x 600 – 23,200 x 800 – 28,000 (18 41 57)
(for Commercial Officers in post as at 30 June 2008)
Rs 17,200 x 600 – 23,200 x 800 – 26,400 (18 41 55)
(for future holders joining on or after 1 July 2008)

Effective Date: 27 October 2009

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Commercial Officer who:
(i) reckon at least four years’ service in a substantive capacity in the grade;
(ii) possess good communication, supervisory and interpersonal skills; and
(iii) are reliable and trustworthy.

Duties:
1. To supervise the work of Assistant Commercial Officers.
2. To assist the Senior Commercial Officer in the performance of his duties.
3. To collect information and statistics pertaining to controlled goods.
4. To attend to inquiries from the public or any matter relating to import control and the trade in second-hand motor vehicles.
5. To ensure that visits to the premises of authorised dealers in imported second-hand motor vehicles are effected with a view to ascertaining compliance with the provisions of the Consumer Protection (Importation and Sale of Second-hand Motor Vehicles) Regulations.
6. To carry out verification of controlled goods at the Mauritius Revenue Authority (Customs) and warehouses of importers to ensure that the conditions are being complied with.
7. To liaise with other Ministries/Departments for the control of local trade.
8. To scrutinise applications for import permits and supervise the issue thereof.
9. To control the activities of dealers in second-hand motor vehicles and to submit reports thereof.

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Ministry of Civil Service and
Administrative Reforms

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10. To compile and analyse relevant statistics and submit report and export figures of rough diamonds to the Kimberley Process Secretariat.

11. To represent the Ministry on appropriate committees.

12. To use ICT in the performance of his duties.

13. 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 Commercial Officers in the roles ascribed to them.