

GOVERNMENT OF MAURITIUS

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Assistant Manager (Ex-SMEDA)
- Salary:** Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (02 059 085) (Personal)
- Effective Date:** 06 February 2019
- Qualifications:** By appointment of the Assistant Manager on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Business, Enterprise and Co-operatives (Business and Enterprise Division).
- Role and Responsibilities:** To be responsible to the Supervising Officer on all matters relating to the registration of SMEs and provision of business facilitation services to SMEs for the development and implementation of strategies and policies to drive the SME Sector towards good governance, transparency, accountability and greater performance.
- Duties:**
1. To advise on the policy framework for the promotion, consolidation and development of the SME Sector.
 2. To assist in –
 - (a) the provision of support and information to facilitate the obtention of registration, permit, license, authorisation or clearance to new and existing enterprises; and
 - (b) the compilation of information and statistics on the SME Sector.
 3. To ensure implementation of consultancy programmes to SMEs including in-plant productivity and quality improvement programmes.
 4. To promote industrial linkages and sound marketing methods/techniques.
 5. To carry out pre-investment and feasibility studies and evaluate projects.
 6. To organise activities such as seminars, workshops, conventions and expo-sales.
 7. To use ICT in the performance of his duties.
 8. 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 Assistant Manager (Ex-SMEDA) in the roles ascribed to him.

CERTIFIED CORRECT


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D. Gowry (Mrs)

for Secretary for Public Service

06 February 2019

Date.....

