

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development (Assessment Review Committee)
- Post:** Deputy Clerk, Assessment Review Committee
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 (12 054 081)
- Effective Date:** 18 July 2016
- Qualifications:**
 - A. A degree in Accounting or Economics or Law and Management or Statistics or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) have knowledge of revenue laws and fiscal administration;
 - (ii) possess communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To assist in the efficient and effective administration and management of the Assessment Review Committee.

- Duties:**
 1. To assist the Clerk, Assessment Review Committee in receiving and processing representations made to the Committee, convening aggrieved persons before the Committee and communicating to such persons as well as to the Director, Mauritius Revenue Authority and Registrar-General, the decision of the Committee.
 2. To schedule lodged representations.
 3. To prepare –
 - (i) monthly statistics on cases; and
 - (ii) roster for Shorthand Writers.
 4. To process requests for minutes of proceedings and documents from parties.

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CERTIFIED CORRECT

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

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Date.....

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5. To assist in arranging for such administrative and secretarial or other assistance as the Committee may require.
6. To assist the Clerk, Assessment Review Committee in receiving and in keeping record of appeals.
7. To assist the Committee in the discharge of its functions.
8. To use ICT in the performance of his duties.
9. 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 Deputy Clerk, Assessment Review Committee in the roles ascribed to him.



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