

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

**Ministry:** Finance (Corporate and Business Registration Department)

**Post:** Online Systems Coordinator

**Salary:** Rs 47,950 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 (18 071 089)

**Effective Date:** 05 January 2026

**Qualifications:** By selection from among officers in the grade of Chief Compliance Officer who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess a sound knowledge of the Companies and Business Registration Integrated System at the Department;
- (ii) are well-versed with the relevant legal requirements of different legislations administered by the Department; and
- (iii) are highly conversant with the multiple interconnected modules, systems and procedures in place.

**Role and Responsibilities:** To assist the Registrar of Companies in the implementation of policies and coordination of activities relating to the online systems at the Department.

**Duties:**

- 1. To monitor changes in the Companies and Business Registration Integrated System and other online systems and liaise with institutions concerned, including the State Informatics Ltd, Mauritius Network Services Ltd and users whenever any modifications or enhancements are required.
- 2. To keep all Heads of Sections informed regarding any changes brought to the systems.
- 3. To liaise with users of corresponding sections to ensure that the systems are operating efficiently.
- 4. To monitor the website of the Department and ensure that it is regularly updated in accordance with any change in the legislations and processes.
- 5. To attend meetings as regards to 'Information Highway' with institutions concerned, examine their respective requests and forward to State Informatics Ltd for preparation of reports.

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**CERTIFIED CORRECT**

*A. Heerasing*

**A. Heerasing (Mrs)**  
*for Secretary for Public Service*

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6. To attend to mails regarding different issues/online queries, search and payment and direct the queries to appropriate sections.
7. To take follow-up actions on various issues through the online ticketing system of the Mauritius Network Services Ltd.
8. To attend to complaints regarding online filing/search.
9. To prepare and generate statistical Reports on companies, insolvency status and other relevant issues as required by both internal and external stakeholders.
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 the Online Systems Coordinator in the roles ascribed to him.



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