

GOVERNMENT OF MAURITIUS

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

<u>Department:</u>	The Judiciary
<u>Post:</u>	Senior Registrar/Regional Court Administrator
<u>Salary:</u>	Rs 30,000 x 1,250 – 45,000 (12 59 71)
<u>Effective Date:</u>	29 February 2012
<u>Qualifications:</u>	<p>By promotion, on the basis of experience and merit, of officers in the grade of Chief Court Officer/Court Manager who reckon at least two years' service in a substantive capacity in the grade and who have -</p> <ul style="list-style-type: none">(i) a thorough knowledge of law relating to the administration of courts, as well as the law governing bankruptcy, insolvency and companies; and(ii) leadership qualities and possess good communication and interpersonal skills.
<u>Role and Responsibilities:</u>	To give managerial and technical assistance for the effective administration of all court activities in The Judiciary.
<u>Duties:</u>	<ul style="list-style-type: none">1. To be responsible, under the direction of the Judge in Bankruptcy and Master and Registrar and the Chief Registrar, for the overall planning, organising, resourcing, directing and controlling of the court operations.2. To assist the Judge in Bankruptcy and Master and Registrar in the exercise of his judicial functions.3. To carry out general inspections/internal audits of the court operations.4. To co-ordinate the allocation of resources amongst the various Court Offices and to assist in the management of the Court premises and buildings of the region and in resolving problems relating to issues affecting the region.5. To process cases falling under the Insolvency Act and the Companies Act and to act as Registrar in bankruptcy and in civil and criminal cases making use of the electronic system and/or by long hand recording.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
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6. To supervise and monitor the proper handling and safeguarding of evidence and file management.
7. To liaise with the Chief Court Officer/Court Manager and ensure delivery of court services according to established standards.
8. To act as Commissioner of Oaths.
9. To ensure the implementation of administrative reforms.
10. To provide training to subordinate staff.
11. To use ICT in the performance of his duties.
12. 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 Senior Registrar/Regional Court Administrator in the roles ascribed to him.



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