GOVERNMENT OF MAURITIUS

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

Department: National Transport Authority

Post: Principal Licensing/Registration Officer

Salary: Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –
43,850 (18 058 073)

Effective Date: 26 October 2017

Qualifications: By selection from among officers in the grade of Licensing/Registration
Officer/Senior Licensing/Registration Officer who reckon at least four years’
service in a substantive capacity in the grade and who –

(i) are fully conversant with legislation relating to Licensing/Registration;

(ii) possess good organising, administrative and supervisory skills;

(iii) are customer-oriented; and

(iv) have the ability to lead and motivate a team of officers.

Role and Responsibilities: To be responsible for the management and control of the Licensing and
Registration sections.

Duties:

1. To deal with applications for judicial review in respect of licensing and
registration issues.

2. To advise the Commissioner on petitions regarding any fee, including any
fine, leviable by the Commissioner.

3. To advise the Transport Controller/Administrative Manager on licensing
and registration matters.

4. To ensure that licence and registration fees are levied according to
legislation in force.

5. To supervise the preparation and processing of data to be fed into the
computerised system of the organisation.

6. To prepare information and reports concerning licensing and registration,
as and when required.

CERTIFIED CORRECT

for Secretary for Public Service

26 October 2017
Date.................................................................
GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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7. To attend Court, as and when required.
8. To guide, supervise and coordinate the work of subordinate staff.
9. To be responsible for the training of subordinate staff.
10. To deal with difficult aspects of registration/licensing duties.
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 Principal Licensing/Registration Officer in the roles ascribed to him.

CERTIFIED CORRECT

for Secretary for Public Service

26 October 2017

Date............................................