

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.

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*for Secretary for Public Service*

26 October 2017

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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.



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*for Secretary for Public Service*

26 October 2017

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