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GOVERNMENT OF MAURITIUS

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

Ministry: Labour, Industrial Relations and Employment

Post: Registrar of Associations

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (18 75 82) (for officers with legal qualifications)
Rs 50,000 x 1,500 – 56,000 (18 75 79)

Effective Date: 12 August 2010

Qualifications: 1. By selection from among –

A. candidates who –

(i) possess –

(a) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

(b) a degree in Law from a recognised institution.

OR

Equivalent qualifications to (i)(a) and (i)(b) above acceptable to the Public Service Commission.

(ii) are computer literate.

Note

Qualification at A(i)(a) above should have been obtained prior to qualification at A(i)(b) above. However, candidates who, as at 30 June 2003, did not possess the qualification at A(i)(a) above, will also be considered provided they hold –

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 12 AUG 2010

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- (b) a Master's Degree or a postgraduate diploma from a recognised institution in the field at A(i)(b) above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualification at A(i)(b) above and at (b) under 'Note'.

AND

- B. officers in the grades of –
- (i) Deputy Registrar of Associations; and
- (ii) Principal Inspector of Associations who reckon at least six years' service in a substantive capacity in the grade.

2. Candidates should also –
- (i) have a strong personality and a marked ability to exercise the statutory powers of supervision and enforcement in respect of registered associations and trade unions;
- (ii) possess sound administrative and organisational ability;
- (iii) have good communication and interpersonal skills; and
- (iv) have the ability to lead and motivate a large staff.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities:

To be responsible for the registration and rules of associations, trade unions and other related organisations and ensure that they operate within respective legal framework.

Duties:

1. To advise the Ministry on –
- (i) the provisions of legislation relating to trade unions, registered associations and superannuation funds;
- (ii) the formulation, review and updating of those legislation and other related legislation, as appropriate; and
- (iii) the development of effective policies with respect to the registration of associations, trade unions and superannuation funds.

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Alexander
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for Senior Chief Executive
Ministry of Civil Service and
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2. To be responsible to the Head of the Ministry for –
 - (a) the efficient management of the Registry of Associations;
 - (b) the administration of legislation relating to trade unions, registered associations and superannuation funds;
 - (c) the examination and interpretation of the rules of associations, of trade unions and superannuation funds and relevant legislation and giving such advice and assistance as may be necessary to the organisations concerned;
 - (d) the implementation and enforcement of legislation relating to trade unions, associations and superannuation funds, including –
 - (i) arbitration of disputes between members and their associations arising from the administration of such legislation;
 - (ii) holding of inquiries into the affairs and conduct of registered associations and superannuation funds;
 - (iii) the checking and auditing of accounts of trade unions and registered associations and the assessment, exemption and levying of any annual contributions payable by registered associations; and
 - (iv) attending court in connection with criminal and civil matters, whenever required;
 - (e) the conception, organisation and supervision of training programmes for the staff of the Registry of Associations and for officers of registered associations and trade unions; and
 - (f) the review and streamlining of registration procedures.
3. To use ICT in the performance of his duties.
4. 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 Registrar of Associations in the roles ascribed to him.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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