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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:** Senior Inspector of Associations
- Salary:** Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (18 44 58)
- Effective Date:** 8 March 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Inspector of Associations who reckon at least four years' service in a substantive capacity in the grade and who possess supervisory and interpersonal skills.
- Duties:**
1. To supervise and carry out inspections of registered trade unions, associations and superannuation funds (including auditing of books and accounts) and enforce relevant legislation as directed by the Registrar of Associations.
 2. To supervise and co-ordinate the work of officers under his responsibility and to assist in their training.
 3. To compute the contributions payable by associations and superannuation funds for approval by the Registrar of Associations or another senior officer and to issue claims in respect thereof.
 4. To be responsible for the recovery of unpaid contributions.
 5. To peruse and comment on the rules and documents of trade unions, associations and superannuation funds applying for registration and amendments proposed to rules after registration.
 6. To compile data relating to trade unions, associations and superannuation funds.
 7. To carry out inspections at irregular hours when required to do so.
 8. To process reports submitted by Inspectors of Associations working under his responsibility.

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CERTIFIED CORRECT

Alecson

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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9. To assist in the organisation of training and in the training of Inspectors of Associations, office bearers of registered associations, trade unions and superannuation funds.
10. To attend to Court for the prosecution of offences, as and when required.
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 Senior Inspectors of Associations in the roles ascribed to them.



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