

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister’s Office (Revenue and Valuation Appeal Tribunal)
- Post:** Deputy Clerk
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02 49 75)
- Effective Date:** 9 October 2014
- Qualifications:**
 - A. A degree in Accounting or Economics or Law and Management or Statistics or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) have knowledge of revenue laws and fiscal administration;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To assist the Clerk in the performance of his duties, particularly in receiving and processing representations made to the Revenue and Valuation Appeal Tribunal and communicating the decision of the Tribunal to persons concerned.
 2. To convene aggrieved persons before the Tribunal.
 3. To schedule lodged representations.
 4. To prepare –
 - (i) monthly statistics on cases; and
 - (ii) roster for Shorthand Writers.
 5. To process requests for minutes of proceedings and documents from parties concerned.

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S. Chandrasingh
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

9 October 2014

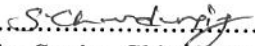
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6. To assist –
 - (i) in arranging such administrative and secretarial or other assistance as the Tribunal may require;
 - (ii) the Clerk in receiving and in keeping record of appeals; and
 - (iii) the Tribunal in the discharge of its functions.
7. To use ICT in the performance of his duties.
8. To perform such other duties directly related to the main duties listed above or related the delivery of the output and results expected from the Deputy Clerk in the roles ascribed to him.

CERTIFIED CORRECT


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

9 October 2014

Date.....

