

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Civil Status)

Post: Officer-in-Charge, Civil Status

Salary: Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 (18 48 59)

Effective Date: 18 February 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Civil Status Officer who reckon at least five years' service in a substantive capacity in the grade and who –

- (i) have organising and supervisory abilities; and
- (ii) possess good communication and interpersonal skills.

Role and Responsibilities: To be responsible for the management and the day-to-day administration of the Rodrigues Civil Status Division in line with approved policies.

- Duties:**
1. To deal with administrative and technical issues relating to civil status and national identity cards.
 2. To liaise with the Registrar of Civil Status in Mauritius on matters pertaining to civil status and national identity cards.
 3. To supervise the issue of national identity cards.
 4. To assist and advise the Departmental Head on matters relating to civil status and national identity cards.
 5. To provide training and guidance to junior staff.
 6. To attend court sessions on matters pertaining to civil status and national identity cards.
 7. To perform all duties as prescribed in the Civil Status Act.
 8. To monitor and ensure the maintenance of a database system pertaining to the activities of the Civil Status Division.
 9. To use ICT in the performance of his duties.
 10. 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 Officer-in-Charge, Civil Status in the roles ascribed to him.



CERTIFIED CORRECT

Alexandre

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date.....18 FEB 2010.....