GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Civil Status)
Post: Senior Civil Status Officer
Salary: Rs 15,000 x 500 – 16,000 x 600 – 23,200 (18 37 51)
Effective Date: 11 November 2011
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Civil Status Officer who reckon at least three years’ service in a substantive
capacity in the grade and who possess good communication and supervisory
skills.

Duties:
1. To assist the Officer in Charge, Civil Status in the smooth running and
management of the Civil Status Division in Rodrigues.
2. To liaise with the Officer in Charge, Civil Status on matters pertaining to
Civil Status.
3. To register births and deaths.
4. To deal with the publication and celebration of civil marriages.
5. To register religious marriages having civil effect in accordance with
Section 28 of the Civil Status Act.
6. To prepare returns or compilation of vital statistics.
7. To perform duties related to the issue of National Identity Cards.
8. To train and mentor staff under his supervision.
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 Senior Civil Status Officer in the roles ascribed to him.

Note
Senior Civil Status Officers are required to attend duty on Saturdays, Sundays
and Public Holidays on a roster basis for the registration of deaths only.

CERTIFIED CORRECT

[Signature]
Ministry of Civil Service and
Administrative Reforms
Date: 11 NOV 2011