

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



- Organisation:** Rodrigues Regional Assembly (Registration Unit)
- Post:** Principal Registration Officer
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 (18 48 59)
- Effective Date:** 25 July 2011
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Senior Registration Officer who reckons at least two years' service in a substantive capacity in the grade and who possesses good managerial, organising and leadership skills.
- Role and Responsibilities:** To be responsible for taxation and registration of documents and collection of revenue.
- Duties:**
1. To be in charge of the Registration Unit in Rodrigues and to be responsible for maintaining discipline and training of staff.
 2. To represent the Island Chief Executive in court in his capacity as Authorised Officer under the Registration and Transcription of Deeds and Inscription of Mortgages, Privileges and Charges (Rodrigues) Act.
 3. To assess taxes and duties payable under legislations in force.
 4. To deal with appeals against assessments of duties and taxes in simple cases.
 5. To prepare mortgage certificates.
 6. To advise the Island Chief Executive on petitions regarding any duty and tax including any fine leviable in accordance with existing legislations and regulations.
 7. To prepare, process and input data in the computer system of the Registration Unit and to retrieve such data, as and when required.
 8. To assist in the preparation and follow-up of cases for recovery by judicial action of amount due.
 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 Principal Registration Officer in the roles ascribed to him.

CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
25 JUL 2011
Date.....

