

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Consumer Protection Division)
- Post:** Officer-in-Charge, Consumer Affairs
- Salary:** Rs 34,825 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 59,300 (18 067 086)
- Effective Date:** 08 August 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Consumer Affairs Officer who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess strong organising and administrative abilities;
  - (ii) have strong interpersonal and communication skills;
  - (iii) have good supervisory skills;
  - (iv) possess problem-solving skills;
  - (v) are proactive; and
  - (vi) are able to meet tight deadlines.
- Role and Responsibilities:** To be responsible for the effective and efficient operation and administration of the Consumer Protection Division of the Rodrigues Regional Assembly in line with approved policies.
- Duties:**
1. To be responsible for –
    - (i) the enforcement of all laws relating to supplies and consumer protection;
    - (ii) planning, implementing and evaluating Consumer Education Programmes;
    - (iii) the collection, compilation and analysis of relevant statistical data; and
    - (iv) examining reports and returns submitted by subordinate staff.

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CERTIFIED CORRECT



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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**08 August 2024**

Date.....



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2. To supervise the preparation of case files for prosecution and attend court, as and when required.
3. To ensure follow-up on prosecution work.
4. To liaise with consumers and other organisations on matters relating to consumer protection and education.
5. To plan, coordinate and supervise all aspects of work of the Consumer Protection Division.
6. To represent the Consumer Protection Division of the Rodrigues Regional Assembly on appropriate Boards and Committees.
7. To assist in the preparation of draft legislations relating to consumer protection.
8. To ensure the safekeeping of exhibits.
9. To advise –
  - (i) on consumer protection and consumer education strategies and policies; and
  - (ii) subordinate staff in dealing with complaints from the public and other stakeholders.
10. To devise and provide appropriate in-service training to staff.
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 the Officer-in-Charge, Consumer Affairs in the roles ascribed to him.

**Note**

The Officer-in-Charge, Consumer Affairs may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



**CERTIFIED CORRECT**

*B. D. Nundloll*

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*for Secretary for Public Service*

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