

GOVERNMENT OF MAURITIUS

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

- Ministry:** Industrial Development, SMEs and Co-operatives (SMEs Division)
- Post:** Registrar, Small and Medium Enterprises
- Salary:** Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 (18 077 094)
- Effective Date:** 08 May 2023
- Qualifications:** By selection from among serving officers who hold a substantive appointment in their respective grade and who –
- (i) possess a Master's Degree in Business Administration or Finance or Economics or Business Management or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) reckon at least five years' experience in the Small and Medium Enterprises Sector and in the provision of business facilitation services;
  - (iii) possess good organising, analytical and leadership skills; and
  - (iv) possess strong interpersonal and communication skills.
- Role and Responsibilities:** To be responsible to the head of the Ministry on all matters relating to the registration and licensing of Small and Medium Enterprises and Mid-Market Enterprises and provision of business facilitation services to them.
- Duties:**
1. To perform the duties of Registrar, Small and Medium Enterprises in accordance with the Small and Medium Enterprises Act 2017 and subsidiary legislation made therein or as may be amended thereafter.
  2. To be responsible for the development and implementation of strategies and policies to drive the Small and Medium Enterprises Sector towards good governance, transparency, accountability and higher performance.
  3. To advise the Ministry on –
    - (i) the provisions of legislation relating to Small and Medium Enterprises;

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*B. D. Nundloll*

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B. D. Nundloll (Mrs)  
for Secretary for public service

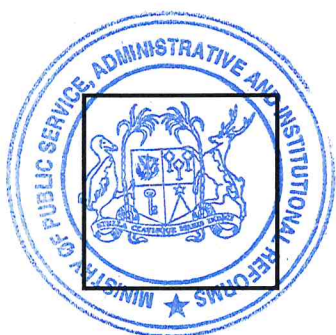
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- (ii) the formulation, review and updating of those legislations and other related legislations, as appropriate;
  - (iii) the development of effective policies with respect to the registration of Small and Medium Enterprises; and
  - (iv) legal and policy framework for the promotion, consolidation and development of the Small and Medium Enterprises Sector.
4. To act as the authorised officer for the Small and Medium Enterprises Registration Unit as may be designated by the head of the Ministry.
  5. To provide support and information to facilitate the obtention of any registration, permit, licence, authorisation or clearance to new and existing enterprises.
  6. To put appropriate mechanisms in place to ensure a quality and timely service to customers.
  7. To keep a register in respect of every registered Small and Medium Enterprise under the Small and Medium Enterprises Act 2017.
  8. To maintain an updated database of information and statistics of the Small and Medium Enterprises Sector.
  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 Registrar, Small and Medium Enterprises in the roles ascribed to him.



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*B. D. Nundloll*

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**B. D. Nundloll (Mrs)**  
*for Secretary for public service*

**08 May 2023**

Date.....