

GOVERNMENT OF MAURITIUS

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

**Ministry:** Finance and Economic Empowerment (Assessment Review Committee)

**Post:** Clerk, Assessment Review Committee

**Salary:** Rs 41,250 x 1,250 – 50,000 (01 68 75)

**Effective Date:** 16 July 2009

**Qualifications:** By selection from among serving officers who –

- (i) are drawing a basic salary, in their substantive appointment, which is not less than the top salary of an Assistant Secretary;
- (ii) possess a degree in Accountancy or Economics or Finance or Law or Administration or Management or Taxation from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (iii) have a good knowledge of revenue laws and fiscal administration;
- (iv) have good administrative and organising abilities; and
- (v) possess good communication and interpersonal skills.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To act as Clerk to the Assessment Review Committee.
2. To receive and process representations made to the Committee, convene aggrieved persons before the Committee and communicate to such persons as well as to the Director, Mauritius Revenue Authority and Registrar-General, the decision of the Committee.
3. To arrange for such administrative and secretarial or other assistance as the Committee may require.
4. To receive and keep record of appeals.
5. To assist the Committee in the discharge of its functions.

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**CERTIFIED CORRECT**

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

16 JUL 2009

Date.....

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6. To assist the Chairperson in the preparation of the periodical reports to be submitted to the Financial Secretary.
7. 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 Clerk, Assessment Review Committee in the roles ascribed to him



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