

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
(Corporate and Business Registration Department)
- Post:** Assistant Registrar of Companies
- Salary:** Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 59,700 (18 068 083)
- Effective Date:** 01 March 2019
- Qualifications:** A. By promotion, on the basis of experience and merit, of officers in the grade of Chief Compliance Officer who –
- (i) reckon at least two years' service in a substantive capacity in the grade; and
 - (ii) possess a diploma in Legal Studies or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified officers in the grade of Chief Compliance Officer, by selection from among candidates who –

- (i) possess a degree in Law or Management or Accountancy or Finance or Commerce from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- are members of the Institute of Chartered Secretaries and Administrators;
 - (ii) have a sound knowledge of the Companies Act, the Business Registration Act and the Insolvency Act; and
 - (iii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

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CERTIFIED CORRECT

.....
N. Auchoybur (Mrs)
for Secretary for Public Service

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- B. Candidates should –
- (i) possess good interpersonal and communication skills;
 - (ii) possess good organising skills; and
 - (iii) be able to work effectively as a team leader and meet tight deadlines.

**Role and
Responsibilities:**

To assist in the implementation of policies formulated by the Registrar of Companies and to ensure that the activities of the Corporate and Business Registration Department are carried out in accordance with relevant legislation.

Duties:

1. To assist the Deputy Registrar of Companies and the Registrar of Companies in the performance of their duties.
2. To ascertain and monitor that time frames set by law and Management are strictly adhered to by the staff.
3. To devise, carry out and assist in organising training programmes.
4. To be responsible for the carrying out of sensitisation campaigns through public education on the various laws under the purview of the Corporate and Business Registration Department.
5. To assist in the effective implementation of the Performance Management System in the Corporate and Business Registration Department.
6. To monitor the implementation of ISO standards and other Quality Management initiatives and to ensure their compliance.
7. To ascertain that the computerised system in place at the Corporate and Business Registration Department is being used in an optimum manner.
8. To exercise general supervision of staff.

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9. To organise, plan and coordinate the work of the Corporate and Business Registration Department.
10. To represent the Registrar of Companies in Court, as and when required.
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 Assistant Registrar of Companies in the roles ascribed to him.

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