

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

- Ministry:** Finance and Economic Development
(Corporate and Business Registration Department)
- Post:** Chief Compliance Officer
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575
(18 064 078)
- Effective Date:** 06 July 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Compliance Officer who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) are fully conversant with the various laws under the purview of the Corporate and Business Registration Department;
 - (ii) possess good organising and leadership skills; and
 - (iii) possess good interpersonal and communication skills.
- Role and Responsibilities:** To ensure that the function and services provided by the Corporate and Business Registration Department are carried out in accordance with the policies and relevant legislation administered by the Department.
- Duties:**
1. To be in charge of the overall work of the Corporate and Business Registration Department.
 2. To ensure the provision of an efficient information system.
 3. To provide training and guidance to staff, coordinate and monitor their performance.
 4. To monitor compliance with the various laws under the purview of the Department including monitoring of site visits on business premises.
 5. To ensure that queries from the public are attended to promptly and remedial action is taken.
 6. To examine matters including complaints relating to companies and businesses and advise on remedial action.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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7. To make recommendations on any matter relating to the enforcement of applicable legislation.
8. To represent the Registrar of Companies in Court, as and when required.
9. To supervise the office in Rodrigues in accordance with instructions of the Registrar of Companies.
10. To use ICT in the performance of his duties.
11. 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 Chief Compliance Officer in the roles ascribed to him.



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