

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: Compliance Officer

Salary: Rs 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 –
32,500 x 925 – 33,425 (18 033 064)

Effective Date: 06 July 2018

Qualifications: A. By selection from among –

(a) serving officers who hold a substantive appointment and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

AND

(b) candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
- (ii) are computer literate.

OR

Equivalent qualifications to (a) and (b) (i) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good communication and interpersonal skills; and
- (ii) have a positive attitude towards work.

Candidates should produce written evidence of knowledge claimed.

/2...

CERTIFIED CORRECT

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

06 July 2018

Date.....



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

-2-

Duties:

1. To examine and ascertain that all documents and applications submitted either manually or electronically comply with the various laws under the purview of the Department.
2. To assess and ascertain that fees, whenever required, are properly levied on documents.
3. To perform data capture operations in the computerised system in the Corporate and Business Registration Department and to ensure their accuracy.
4. To validate information captured and to issue any document or certificate required under the respective legislation.
5. To ensure that information and documents required under the respective legislation are attended to expeditiously.
6. To assist the heads of sections in taking any appropriate action in respect of any non-compliance under the various legislation administered by the Department.
7. To follow up judicial action against defaulting companies and businesses until final determination.
8. To represent the Registrar of Companies in Court/Tribunal, as and when required.
9. To effect site visits at any registered offices or/and business premises to ensure compliance with the various legislation administered by the Department.
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 Compliance Officer in the roles ascribed to him.

Note

Compliance Officers should serve on a tour of service in Rodrigues, as and when required.

CERTIFIED CORRECT

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

06 July 2018

Date.....

