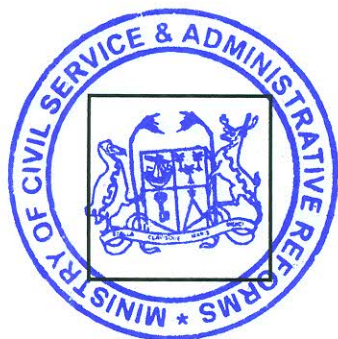


GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
(Corporate and Business Registration Department)
- Post:** Deputy Registrar of Companies
- Salary:** Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000
(18 085 095)
- Effective Date:** 01 March 2019
- Qualifications:** By selection from among officers in the grade of Assistant Registrar of Companies who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) have a wide knowledge of all legislation administered by the Department;
 - (ii) possess good leadership and problem-solving skills;
 - (iii) possess strong interpersonal and communication skills;
 - (iv) possess excellent customer relations skills;
 - (v) have the ability to meet tight deadlines; and
 - (vi) are result-oriented, versatile and are able to adapt to a changing environment.
- Role and Responsibilities:** To assist the Registrar of Companies in the implementation of policies and ensure that the activities of the Corporate and Business Registration Department are carried out in accordance with relevant legislation.
- Duties:**
1. To assist the Registrar of Companies in developing strategies for reforms, reviewing existing legislation and ensuring the implementation of such action plans as laid down by the Department.
 2. To be responsible for the implementation of ICT initiatives at the Department.
 3. To devise, carry out and assist in organising training programmes for the staff to keep them abreast of the provisions of the different legislation administered by the Department.

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CERTIFIED CORRECT

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

01 March 2019

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

4. To be responsible for the carrying out of sensitisation campaigns through public education on the various laws under the purview of the Department.
5. To represent the Registrar of Companies in Court, as and when required.
6. To perform such duties as delegated by the Registrar of Companies under all relevant legislation administered by the Department.
7. To use ICT in the performance of his duties.
8. 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 Deputy Registrar of Companies in the role ascribed to him.



CERTIFIED CORRECT

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

01 March 2019

Date.....