

GOVERNMENT OF MAURITIUS

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

- Ministry:** Industry, Commerce and Consumer Protection (Industry Division)
- Post:** Assistant Director, Assay Office
- Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 x 1,800 – 65,975 (19 64 83)
- Effective Date:** 2 June 2014
- Qualifications:** By selection from among officers in the grade of Scientific Officer (Assay and Gemmology) who reckon at least three years' service in a substantive capacity in the grade and who -
  - (i) have good organising and administrative abilities;
  - (ii) are able to lead and motivate staff;
  - (iii) are pro-active, dynamic and resourceful; and
  - (iv) possess effective communication and interpersonal skills.
- Role and Responsibilities:** To assist the Director, Assay Office in the day-to-day management of the Assay Office and its laboratories.
- Duties:**
  1. To be responsible to the Director, Assay Office for –
    - (a) the implementation of the ISO/IEC 17025 and other approved standards;
    - (b) establishing, co-ordinating and monitoring the laboratories' Quality System and maintaining continued accreditation and certification; and
    - (c) the promotion of quality services of the Assay Office.
  2. To assist in -
    - (a) the formulation and implementation of policies and action plans; and
    - (b) the enforcement of the provisions of the Jewellery Act and regulations in force.
  3. To identify training needs and to formulate and implement training for staff.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

2 June 2014

Date.....

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4. To plan, organise and monitor visits of authorised officers to trade premises of jewellers.
5. To ensure that verification of registers, records and other documents on dealer's premises are properly carried out by subordinate staff.
6. To be responsible for the compilation and analysis of relevant statistics and for the custody of the State Marks.
7. To be responsible for the safe room and to ensure that all exhibits and articles of jewellery, precious and semi-precious stones in the custody of the Assay Office are secure and locked in at night.
8. To supervise the preparation of case files for prosecution and to attend court, whenever required.
9. To use ICT in the performance of his duties.
10. 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 Director, Assay Office in the roles ascribed to him.

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*for Senior Chief Executive  
Ministry of Civil Service and  
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**Date**.....

