

GOVERNMENT OF MAURITIUS

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

**Ministry:** Industry and Commerce

**Post:** Director, Assay Office

**Salary:** Rs 66,000 (19 00 84)

**Effective Date:** 20 September 2010

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Director, Assay Office who reckon at least three years' service in a substantive capacity in the grade and who have proven managerial abilities and leadership qualities.

**Role and Responsibilities:** To be responsible for the efficient administration of the Assay Office and to ensure the implementation of the Jewellery Act and its Regulations.

- Duties:**
1. To ensure the registration of all jewellers practising in Mauritius and the Outer Islands.
  2. To ensure the control of the use of the State Marks.
  3. To advise the Head of the Ministry in all matters related to assaying and marking of precious metals and verification/grading of precious and semi-precious stones.
  4. To organise training sessions for technical staff with a view to improving their knowledge and skills in the field of assaying of articles, of precious metals and verification/grading of precious and semi-precious stones.
  5. To ensure that requests for investigations on jewellers' premises and testing in the Assay Laboratory and Gemmology Laboratory are carried out promptly.
  6. To be responsible for carrying out applied research to promote development of new technology in the field of manufacture of articles of precious metals.
  7. To prepare draft legislation and amendments to existing rules and regulations.
  8. To ensure the safe custody of articles of precious metals, precious and semi-precious stones submitted for assaying, marking and verification/grading.

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CERTIFIED CORRECT

*A. Harsoo*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

20 SEP 2010

Date.....

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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 Director, Assay Office in the roles ascribed to him.



**CERTIFIED CORRECT**

*Alecia*

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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date..... **20 SEP 2010** .....