

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Senior Commercial Officer
- Salary:** Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 35,000 (18 51 63)
- Effective Date:** 27 October 2009
- Qualifications:** By selection from among officers in the grade of Commercial Officer who -
- (i) reckon at least four years' service in a substantive capacity in the grade;
 - (ii) are conversant with all commercial and trade laws as well as with custom procedures; and
 - (iii) possess leadership skills and the ability to motivate a team of officers.
- Roles and Responsibilities:** To take charge of the Import Division and be responsible for its efficient operation and administration.
- Duties:**
1. To be responsible for the day-to-day activities of the Import Division.
 2. To supervise -
 - (a) the work of junior officers;
 - (b) the granting of authorisation to take delivery of controlled goods from the Mauritius Revenue Authority (Customs) by Commercial Officers; and
 - (c) the verification of controlled goods carried out by Commercial Officers at the Mauritius Revenue Authority (Customs) and at warehouses of importers.
 3. To scrutinise applications for import permits and supervise the issue of import permits thereof.
 4. To control the activities of dealers in second-hand motor vehicles and to submit reports thereof.
 5. To compile and analyse relevant statistics and submit import and export figures of rough diamonds to the Kimberley Process Secretariat.
 6. To advise on policy formulation relating to imports and the local trade.
 7. To assist in the preparation of relevant Business and trade legislations.

/2...



CERTIFIED CORRECT

S. Sanchez

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

27 OCT 2009

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

8. To organise training programmes for officers of the Commercial Cadre.
9. To represent the Ministry on appropriate committees.
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 Senior Commercial Officer in the roles ascribed to him.



CERTIFIED CORRECT

Ranchico

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

Date..... **27 OCT 2009**