

2

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (Civil Status Division)
- Post:** Deputy Registrar of Civil Status
- Salary:** Rs 29,000 x 1,000 – 30,000 x 1,250 – 42,500 (18 58 69)
- Effective Date:** 18 February 2011
- Qualifications:** By selection from among officers in the grades of –
- (a) Principal Civil Status Officer; and
 - (b) Senior Civil Status Officer who reckon at least seven years' service in a substantive capacity in the grade
- and who –
- (i) are conversant with all legislations relevant to the Division;
 - (ii) have considerable organising skills and management abilities in matters relating to civil status and national identity; and
 - (iii) are capable of leading and motivating teams of officers.
- Role and Responsibilities:** To assist the Registrar of Civil Status in the achievement of excellence in service delivery relating to Civil Status Affairs.
- Duties:**
1. To assist the Registrar of Civil Status in the performance of his duties and to deputise for him.
 2. To co-ordinate the activities of Principal Civil Status Officers.
 3. To deal with applications from foreigners wishing to marry in Mauritius within 24 hours.
 4. To perform all duties as prescribed in the Civil Status Act and the National Identity Card Act.
 5. To ensure proper mentoring and training of staff.

/2...



CERTIFIED CORRECT

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

Date..... 18 FEB 2011

GOVERNMENT OF MAURITIUS

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

-2-

6. To assist in the implementation of the Performance Management System in the Civil Status Division.
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 Civil Status in the roles ascribed to him.



CERTIFIED CORRECT

Ateerasing

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

18 FEB 2011

Date.....