

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:** Principal Civil Status Officer
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (18 48 61)
- Effective Date:** 18 February 2011
- Qualifications:** By selection from among officers in the grades of –
 - (a) Senior Civil Status Officer; and
 - (b) Civil Status Officer who reckon at least seven years' service in a substantive capacity in the grade
 and who –
 - (i) have thorough knowledge of matters relating to civil status and national identity; and
 - (ii) possess administrative ability and organising skills.
- Duties:**
 1. To assist the Deputy Registrar of Civil Status and the Registrar of Civil Status in the performance of their duties.
 2. To be responsible for the administration of a zone.
 3. To perform all duties as prescribed in the Civil Status Act and the National Identity Card Act.
 4. To train and mentor staff under his supervision.
 5. To use ICT in the performance of his duties.
 6. 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 Principal Civil Status Officers in the roles ascribed to them.



CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 18 FEB 2011