

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: Registrar of Civil Status

Salary: Rs 50,000 x 1,500 - 56,000 x 2,000 - 62,000 (18 75 82) *59,400 x 1,800 - 68,400 x 2,400 - 75,600 (18 74 82) [PRB Report 2013]*

Effective Date: 18 February 2011

- Qualifications:**
- A. By selection from among –
 - (i) officers in the grades of –
 - (a) Deputy Registrar of Civil Status; and
 - (b) Principal Civil Status Officer who reckon at least six years' service in a substantive capacity in the grade; and
 - (ii) serving officers holding a substantive appointment and who –
 - (a) possess a Degree in Public Administration or Management or Law or Sociology or Economics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (b) reckon at least ten years' experience at mid-management level.
 - B. Candidates should –
 - (i) be conversant with all legislations relevant to the Division;
 - (ii) have demonstrated high ethical standards and shared values;
 - (iii) have good interpersonal and communication skills;
 - (iv) possess managerial skills and leadership qualities; and
 - (v) be forward looking, innovative and have personal credibility and integrity.

Candidates should produce written evidence of experience/knowledge claimed.

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CERTIFIED CORRECT

Alexander

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 18 FEB 2011

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

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**Role and
Responsibilities:**

To be responsible for the achievement of excellence in service delivery relating to Civil Status Affairs.

Duties:

1. To be responsible to the Secretary for Home Affairs for the general administration and management of the Civil Status Division and the National Identity Card Unit.
2. To perform the duties of Registrar as laid down in the Civil Status Act and the National Identity Card Act.
3. To advise on policy and administrative matters relating to civil status and National Identity Card.
4. To organise and implement training programmes for the staff.
5. To ensure the implementation of the Performance Management System in the Civil Status Division.
6. To use ICT in the performance of his duties.
7. 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 Registrar of Civil Status in the roles ascribed to him.



CERTIFIED CORRECT

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Ministry of Civil Service and
Administrative Reforms*

Date..... **18 FEB 2011**