

GOVERNMENT OF MAURITIUS

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

- Department:** Registrar-General
- Post:** Assistant Registrar-General
- Salary:** Rs 35,375 x 1,200 – 37,775 x 1,500 – 55,775 (18 63 77)
- Effective Date:** 23 July 2014
- Qualifications:**
 - A. By selection from among officers in the grades of –
 - (i) Chief Registration Officer; and
 - (ii) Principal Registration Officer/Chief Registration Officer who reckon at least five years’ service in a substantive capacity in the grade or an aggregate of at least five years’ service in a substantive capacity in the grade of Principal Registration Officer/Chief Registration Officer and in the former grade of Principal Registration Officer.
 - B. Candidates should –
 - (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) have a sound knowledge of matters relating to duties and taxes and land registry;
 - (iii) have the ability to lead and motivate a team of officers;
 - (iv) possess good administrative, interpersonal, communication and organising skills; and
 - (v) be able to work under pressure and meet deadlines.

Role and Responsibilities: To assist in the effective and efficient management of the different sections/units of the Registrar-General’s Department and in ensuring compliance with all relevant legislations pertaining to the Department.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

23 July 2014

Date.....

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Duties:

1. To exercise concurrently with the Registrar-General, all the powers and duties by any enactment vested in or imposed upon him as Registrar-General and Receiver of Registration Dues.
2. To assist the Conservator of Mortgages in the performance of his duties as Conservator of Mortgages under legislations in force.
3. To make analysis of authenticated copies of notarial deeds or letters from banks and make entries in the margin of inscription for erasure and ensure follow-up.
4. To verify taxes generated by the computer on authenticated copies, notarial deeds or letters from banks and forward notice for payment to cashier.
5. To validate refund of excess duties and taxes.
6. To advise the Registrar-General on remedial action to be taken on evasion of duties and taxes.
7. To attend Court/Committees/Objection Unit/Assessment Review Committee.
8. To verify entries in the Register of Deposits on a daily basis and report promptly any incorrectness in entries to the Registrar-General or Deputy Registrar-General.
9. To be in charge of a section.
10. To train and monitor the work of subordinate staff.
11. To scan and print documents.
12. To use ICT in the performance of his duties.
13. 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 Assistant Registrar-General in the roles ascribed to him.



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Akeem Singh

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

23 July 2014

Date.....