

GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the Public Service Commission Regulations

Department: Registrar-General

Post: Deputy Registrar-General

Salary: Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (18 80 89)

Effective Date: 23 July 2014

Qualifications: By selection from among officers in the grade of Assistant Registrar-General who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) have a wide knowledge of all legislations pertaining to the Registrar-General's Department;
- (ii) possess good leadership and problem-solving skills;
- (iii) possess strong interpersonal and communication skills;
- (iv) possess excellent customer relations skills;
- (v) have the ability to work under pressure and meet deadlines; and
- (vi) are result-oriented and are able to adapt to a changing environment.

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

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 exercise concurrently with the Registrar-General, all the powers vested in and duties imposed upon the Registrar-General as Conservator of Mortgages by any enactment.
3. To deputise for the Registrar-General who also acts as the Conservator of Mortgages, as and when required.

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CERTIFIED CORRECT

Alexis Y

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

23 July 2014

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

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4. To assist the Registrar-General in developing and implementing strategies for reforms and in reviewing legislations.
5. To issue certificates burdening inscriptions.
6. To validate erasures of inscriptions.
7. To ensure the smooth running of the sections/units.
8. To attend Court/Committees/Objection Unit/Assessment Review Committee.
9. To validate Affidavits of Prescription and Seizure.
10. To scan and print documents.
11. To monitor the work of subordinate staff and to provide training to them.
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 Deputy Registrar-General in the roles ascribed to him.



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Alecsey

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

23 July 2014

Date.....