

GOVERNMENT OF MAURITIUS

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

Department: Registrar-General

Post: Registrar-General

Salary: Rs 102,000 (18 00 96)

Effective Date: 23 July 2014

- Qualifications:**
- A. By selection from among officers in the grades of –
 - (i) Deputy Registrar-General; and
 - (ii) Assistant Registrar-General who reckon at least two years' service in a substantive capacity in the grade.
 - B. Candidates should –
 - (i) have a thorough knowledge of all the aspects of the work of the Department and also of all legislations relevant to the Department;
 - (ii) be proactive and have the ability to think strategically;
 - (iii) possess strong leadership skills as well as effective communication and interpersonal skills;
 - (iv) have strong commitment to lead change/reforms; and
 - (v) have the ability to work under pressure.

Role and Responsibilities: To be responsible for the effective and efficient management and the day-to-day administration of the Registrar-General's Department and to ensure compliance with all the relevant legislations pertaining to the Department.

- Duties:**
1. To discharge of all or any of the duties appertaining to the offices of Registrar-General, Conservator of Mortgages and Receiver of Registration Dues.
 2. To exercise all the powers and duties by any enactment vested in or imposed upon him as Registrar-General, Conservator of Mortgages and Receiver of Registration Dues.

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CERTIFIED CORRECT

Alexis P

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

23 July 2014

Date.....



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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

3. To act as Authorised Officer for Campement and Campement Site Tax.
4. To enforce the Registration Duty Act, the Land (Duties and Taxes) Act, the Transcription and Mortgage Act and other relevant laws governing registration and transcription.
5. To preserve mortgages and perform the duties of Conservator of Mortgages under relevant legislations in force.
6. To assist the Ministry of Finance and Economic Development and any other Ministry/Department in drafting legislations pertaining to the Registrar-General's Department.
7. To put appropriate mechanisms in place to ensure a quality and timely service to customers.
8. To ensure that a precise, accurate and updated land information is published.
9. To advise on tax policies and tax administration relating to the Registrar-General's Department.
10. To ensure that revenue (duties and taxes) are collected within legal framework.
11. To use ICT in the performance of his duties.
12. 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-General in the roles ascribed to him.



CERTIFIED CORRECT

Alexander

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

23 July 2014

Date.....