

GOVERNMENT OF MAURITIUS

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

**Ministry:** Labour, Industrial Relations and Employment

**Post:** Deputy Registrar of Associations

**Salary:** Rs 33,750 x 1,250 – 47,500 (18 62 73)

**Effective Date:** 8 March 2011

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Inspector of Associations who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) have wide experience in the following fields –
  - (a) legislation relating to trade unions, registered associations and superannuation funds;
  - (b) accounting and auditing procedures of trade unions and associations; and
  - (c) training of staff and members of registered associations.
- (ii) possess analytical skills;
- (iii) have the ability to interact with people at all levels; and
- (iv) be able to lead and manage effectively a team of officers.

**Role and Responsibilities:** To assist the Registrar of Associations in the enforcement of legislation pertaining to the Registry of Associations.

- Duties:**
- 1. To assist the Registrar of Associations in the discharge of his duties and to deputise for him in his absence, and, in particular, to be responsible to him for –
    - (a) the efficient day-to-day running of the Registry of Associations;
    - (b) the supervision of the work and attendance of subordinate staff;
    - (c) ensuring that the respective registers of trade unions, associations and superannuation funds are always kept up-to-date;
    - (d) the collection, analysis and interpretation of all statistical information relating to registered associations and trade unions;

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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- (e) attending to complex cases in Courts; and
  - (f) the conception and supervision of training programmes both for the staff of the Registry of Associations and for members of registered associations and trade unions.
2. To carry out enquiries and inspections as directed by the Registrar of Associations.
  3. To attend official meetings as directed by the Registrar of Associations.
  4. To be responsible for the submission of periodical reports, information and statistics as may be required from the Registry of Associations by the relevant authorities.
  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 the Deputy Registrar of Associations in the roles ascribed to him.



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