

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations and Employment
- Post:** Principal Inspector of Associations
- Salary:** Rs 24,000 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 38,750 (18 52 66)
- Effective Date:** 8 March 2011
- Qualifications:** By selection from among officers in the grade of Senior Inspector of Associations who reckon at least three years' service in a substantive capacity in the grade and who –
 - (a) have a sound knowledge of –
 - (i) legislation relating to trade unions, registered associations and superannuation funds; and
 - (ii) accounting and auditing procedures of trade unions, associations and superannuation funds;
 - (b) possess organising and administrative skills; and
 - (c) possess good communication and leadership skills.
- 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 Deputy Registrar of Associations in the discharge of his duties and in particular to be responsible for –
 - (a) the organisation of training and the training of staff and office bearers of registered associations, trade unions and superannuation funds;
 - (b) supervising and monitoring the work of subordinate staff;
 - (c) ensuring that registers of trade unions, associations and superannuation funds are kept up-to-date;

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Aleciasip

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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- (d) compiling all statistical information relating to registered associations, trade unions and superannuation funds;
 - (e) ensuring that draft rules submitted by trade unions, registered associations and superannuation funds comply with the provisions of the relevant enactments;
 - (f) carrying out enquiries, inspections and enforcing legislation as required; and
 - (g) attending trade unions cases at the Employment Relations Tribunal.
2. To use ICT in the performance of his duties.
 3. 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 Principal Inspectors of Associations in the roles ascribed to them.



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Alecrosif

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

Date..... **08 MAR 2011**