MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 62 OF 2018

Vacancies for the Post of Assistant Permanent Secretary
Prime Minister’s Office

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Permanent Secretary in the Administrative Cadre of the Prime Minister’s Office.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by closing date for submission of applications.

III. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

For Open Competition

1. Candidates should:-

   (a) possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

   (b) be computer literate.

2. Candidates should-

   (a) have a good command of English;

   (b) have good interpersonal and communication skills;

   (c) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;

   (d) have potential and ability to command and lead others, to promote team work and exercise authority;

   (e) have a high degree of maturity in evaluating and analysing matters of public concern; and

   (f) be versatile and have the ability to adapt to different work situations.

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Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

**Note**

1. Eligible candidates will be informed in due course of the date and venue of the examination.

2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. *The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*

**IV. ROLE AND RESPONSIBILITIES**

To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.

**V. DUTIES AND SALARY**

1. To assist in the formulation of policies and the preparation of legislations to give effect to it.

2. To assist in the administration of the various Acts and Regulations falling under the aegis of the Ministry.

3. To be responsible under the supervision of a Deputy Permanent Secretary for one or several areas of activities falling within the ambit of the Ministry.

4. To give support to Ministers in their parliamentary and ministerial duties by providing materials for use in debates, conferences and meetings.
5. To represent the Ministry in negotiation with other governments, other departments, outside interests and members of the public.

6. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.

7. To ensure that Government obtains value for money in all its operations.

8. To use ICT in the performance of his duties.

9. 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 Permanent Secretary in the roles ascribed to him.

Selected candidates will be appointed in a temporary capacity and will draw a flat salary of Rs 26,300 a month plus salary compensation at the approved rate. They will, subject to satisfactory service, be offered appointment in a substantive capacity as and when vacancies occur.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

VI. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address: http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m on weekdays and not later than 3.00 p.m. on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly-signed, through their respective Supervising/Responsible Officers.
5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address **pdsc@govmu.org**, or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

**VII. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission **not later than 3.00 p.m on Tuesday 28 August 2018.**

Public Service Commission
7, Louis Pasteur Street
**FOREST SIDE.**

Date: 08 August 2018