Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Director, Public Sector Business Transformation Bureau in the Ministry of Civil Service and Administrative Reforms.

II. **AGE LIMIT**

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

III. **QUALIFICATIONS**

A. By selection from among –

   I. serving officers who –

      (i) possess a Master's Degree in Public Policy or Economics or Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

      (ii) reckon at least six years’ experience at administrative/managerial level inclusive of at least three years’ experience in planning and driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector.

      AND

   II. candidates who -

      (i) possess a Master's Degree in Public Policy or Economics or Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

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(ii) reckon at least six years’ experience at administrative/managerial level inclusive of at least three years’ experience in planning and driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector; and

(iii) are computer literate.

B. Candidates should –

(i) have a good knowledge of Organisational Development, Change Management and Governance/Management/Programme/ Organisational Audits;

(ii) have good analytical and problem-solving skills;

(iii) have good interpersonal and communication skills; and

(iv) be conversant with database management.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To assist the Director, Public Sector Business Transformation Bureau in the development of reform plans and strategies for the Public Sector and to ensure the effective and efficient implementation thereof.
V. **DUTIES AND SALARY**

1. To assist the Director, Public Sector Business Transformation Bureau in –

   (a) providing strategic and visionary advice on Public Sector Business Transformation, developing and overseeing implementation of strategies, roadmaps, tools and programmes to facilitate transformation and to strengthen institutional effectiveness, improvement and innovation across the Public Service;

   (b) leading public sector efficiency, governance, organisational, business management and programme review exercises and system audits and making appropriate recommendations for greater synergy, better approach to client-centred service delivery and optimum use of resources;

   (c) setting indicators of success and monitoring, evaluating, adjusting and reporting on implementation, actions, risks and results of Public Sector reforms/modernisation projects and proposing strategic alternatives or remedial actions;

   (d) liaising with key stakeholders on the design and delivery of Government programmes;

   (e) identifying transformation success in the Public Service to enhance capacity and improve decision-making and results across Government;

   (f) identifying innovative ideas through research/market research and information exchanges with other local and international organisations and advising on the formulation of appropriate policies and sharing smart practices; and

   (g) ensuring the timely dissemination of relevant data and information to Ministries/Departments.

2. To analyse performance data, conduct efficiency analysis and make recommendations for improvement.

3. To guide and train subordinate staff.

4. To coordinate the setting up and ensure the maintenance of online and digital management tools and repositories that are accessible across Government.

5. To use ICT in the performance of his duties.
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 Director, Public Sector Business Transformation Bureau in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 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 Wednesday 17 October 2018.

Date: 27 September 2018

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