Vacancy for the Post of Director, Public Sector Business Transformation Bureau
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as 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. Candidates should possess:-

(i) 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) at least eight years’ experience in strategic planning, policy formulation and in driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector.

B. Candidates should -

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

(ii) have excellent analytical and problem-solving skills and be able to adopt a multi-disciplinary approach to decision-making;

(iii) have the ability to think proactively, critically and strategically;

(iv) have strong transformational leadership, communication and innovative skills and be able to lead cross-functional and multi-disciplinary teams; and

(v) be computer literate.
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 the 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 promote Public Sector Business Transformation by instilling a culture of excellence in the Public Service and improving the effectiveness of Government in service delivery in line with Government’s aims and objectives.

V. DUTIES AND SALARY

1. To be responsible to the head of the Ministry for :-

   (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, system audits and making appropriate recommendations for greater synergy, better approach to client-centered 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 policy makers and 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 drive and ensure the effective implementation of Public Sector Business Transformation initiatives at central level.

3. To provide technical inputs and professional guidance on transformation implementation issues to dedicated Committees at the level of each Ministry and to ensure effective functioning of such Committees through coordination and monitoring.

4. To lead major transformation and re-engineering projects in the Public Sector.

5. To identify any policy or institutional framework issues that Cabinet must address regarding the Government’s transformation agenda.

6. To ensure, through communication and marketing strategies, stakeholder engagement on transformation, re-engineering and reforms initiatives.

7. To identify bottlenecks/constraints hindering effective delivery of services and to propose remedial measures.

8. To refocus organisation values and redesign/improve management processes and performance across the organisation.

9. To identify training, learning and development needs of employees in the Public Service to support public officers in transformation and in improving performance substantially.
10. To use ICT in the performance of his duties.

11. 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 Director, Public Sector Business Transformation Bureau in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 119,000 a month.

VI. FRINGE BENEFITS

The Director, Public Sector Business Transformation Bureau is entitled to the following benefits:

(a) **either**

a government official car for official use as well as for private purposes

or

the payment of a monthly allowance of Rs 31,500 in lieu of the official car and 100% duty exemption for the purchase of a car up to 2000 c.c. together with loan facilities reimbursable in 60 monthly instalments with rate of interest of 4% per annum;

(b) the payment of a monthly petrol allowance of Rs 12,740 or diesel allowance of Rs 10,705 a month;

(c) a driver’s allowance of Rs 8,820 a month; and

(d) passage benefits at the rate of 5% of the annual salary drawn.

VII. 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](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 link.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising/Responsible Officer.

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 on-line 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 or from the offices of the Mauritius High Commissions/Embassies overseas.

**VIII. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission **not later than 3.00 p.m on Wednesday 17 October 2018**.

Public Service Commission
7, Louis Pasteur Street

**Date:** 27 September 2018

**FOREST SIDE**