Applications are invited from qualified candidates who wish to be considered for appointment as Director Response in the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division) (National Disaster Risk Reduction and Management Centre).

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 a degree in Management or Police Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon at least eight years’ experience at senior management level in activities relating to response to disasters;

   (ii) possess strong analytical skills, a sound track record of producing high-quality written outputs and presenting them in public settings;

   (iii) possess strong interpersonal skills and be able to establish effective working relationships with people of different backgrounds;

   (iv) be able to work under pressure; 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 knowledge/experience 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/experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidate may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
   - (i) to convene only the best qualified candidates for interview; and
   - (ii) not to make any appointment following this advertisement.

**IV. ROLES AND RESPONSIBILITIES:**

To be responsible for the effective and efficient management of the Response Team of the National Disaster Risk Reduction and Management Centre and for the co-ordination of the disaster management activities of the Centre.

**V. DUTIES AND SALARY:**

1. To be responsible to the Director General for the performance of the following duties –
   - (a) to oversee, in the event of a disaster, the response operations under the leadership of the Director General;
   - (b) to ensure that all disaster response programmes are of a high quality, timely, effective and efficient;
   - (c) to provide timely strategic advice on management of disasters and ensure timely co-ordination of a disaster response;
   - (d) to co-ordinate the implementation of the general policy of Government relating to response and relief from disasters;
   - (e) to assess and review the various programmes and activities relating to response to disasters for the purpose of determining the extent to which such programmes and activities are achieving the general policy objectives and to make recommendations accordingly;
   - (f) to ensure timely and efficient release of alerts and warnings to the public;
(g) to provide inputs, as and when required, for inclusion in the National Disaster Risk Reduction and Management Plan;

(h) to develop and implement national policies to foster and promote the efficient response to and relief from disasters;

(i) to provide input for inclusion in programmes for public information and education on the mitigation of, preparedness for, response to and recovery from natural disasters;

(j) to assist in the evaluation of the response capacities of stakeholders involved in disaster management and support their development;

(k) to establish and agree on standards for dispensing of relief aid;

(l) to design and implement appropriate simulation exercises relating to the management of disasters; and

(m) to co-ordinate with key national, regional and global players in disaster response.

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 the Director Response in the roles ascribed to him.

**Note**

The Director Response will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during cyclonic periods and other natural calamities and emergencies.

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 addresses:

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   http://psc.govmu.org/English/Pages/PscHomepage.aspx
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2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street from 09.00 a.m to 03.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

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

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding Username & Password the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the 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

Applications should be submitted, not later than 03.00 p.m (local time) on Monday 21 October 2019. Applications received after the specified closing date and time will not be considered.

Date: 01 October 2019

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