Applications are invited from qualified candidates who wish to be considered for appointment as Director Recovery 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 from a recognised institution in one of the following subjects –

   Engineering

   Environmental Studies

   Agriculture

   Mathematics

   Physics

   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 any one of the following areas –

       mitigation of disasters

       preparedness for disasters

       response to disasters

       recovery from 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 and maintain 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. Candidates 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 Recovery 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 manage the day-to-day tasks of a multi-disciplinary technical team, with overall responsibility for the technical aspects of implementing the work of the National Disaster Risk Reduction and Management Centre;

   (b) to co-ordinate disaster management activities relating to the mitigation of and recovery from disasters;
(c) to prepare, review and oversee the production and regular update of a complete hazard and vulnerability risk map for Mauritius and the Outer Islands;

(d) to manage the establishment of appropriate research programmes and advisory services to support the work of the Centre;

(e) to provide high quality input for inclusion in the National Risk Reduction and Disaster Management Plan;

(f) to facilitate and promote the integration of specific technical disaster and risk management actions into cross-governmental strategies and planning;

(g) to manage specific sectoral interventions in the areas of mitigation and recovery from disasters;

(h) to ensure the co-ordination of the work of the Recovery Team within the Centre;

(i) to establish a uniform approach to assessing and monitoring disaster risk for disaster management planning and disaster risk reduction undertaken by the Government and other stakeholders; and

(j) to establish appropriate research programmes and provide information and advisory services to support the work of the Centre.

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 Recovery in the roles ascribed to him.

**Note**

The Director Recovery 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:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx
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, Forest Side 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.