Applications are invited from qualified candidates who wish to be considered for appointment as Director Preparedness 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 Communication Studies or Management 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 the field of communication or media matters;

   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 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. 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 Preparedness Team of the National Disaster Risk Reduction and Management Centre and for the promotion of a culture of risk avoidance.

V. DUTIES AND SALARY

1. To be responsible to the Director General for the performance of the following duties -

   (a) to manage and provide leadership to the Preparedness Team and its component teams with a view to ensuring that the teams perform in an efficient and effective manner;

   (b) to manage the development, integration and production of the National Disaster Risk Reduction and Management Plan, including inputs of Local Disaster Risk Reduction and Management Plans;

   (c) to promote a culture of risk avoidance among stakeholders through integrated education, training and public sensitization programmes;

   (d) to oversee the training, education and community mobilisation elements with a view to achieving the relevant indicators in the National Strategic Framework for Disaster Risk Reduction and Management;

   (e) to liaise with persons and organisations for the exchange of information to facilitate the co-ordination of activities relating to the preparedness for disaster in Mauritius and the Outer Islands;

   (f) to conduct programmes for public information and education on the mitigation of, preparedness for, response to and recovery from disasters, in collaboration with the Information Management Team;

   (g) to liaise with the authorities concerned to ensure that schools’ education curricula and programmes including drills are aligned with the National Policy for Disaster Risk Reduction and Management; and

   (h) to facilitate and promote the integration of effective disaster preparedness actions into cross-governmental strategies and planning, including the promotion of effective messaging of education resources, public awareness campaigns and training for disaster management.
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 Preparedness in the roles ascribed to him.

**NOTE**

The Director Preparedness 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](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 Thursday 17 October 2019**. Applications received after the specified closing date and time will **not** be considered.

Date: 27 September 2019

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