Public Advertisement No. 02 of 2020

Vacancy for Post of Migration Coordinator and Researcher

Prime Minister’s Office
(Home Affairs Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Migration Coordinator and Researcher in the Prime Minister’s Office (Home Affairs Division).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a Master’s Degree in International Relations or Strategic Business Management or Strategic Business Information Technology or Management from a recognized institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years’ post-qualification experience including three years’ working experience in Migration Affairs;

(ii) reckon overseas working experience on a range of different projects demonstrating good coordination skills with international organisation;

(iii) be familiar with different types of research methods;

(iv) demonstrate good project management skills with proven experience in leading projects;

(v) be conversant with methods of delivering learning to facilitate knowledge transfer activities by conducting workshops and other capacity building exercises;

(vi) be reliable and possess good interpersonal skills and the ability to take new challenges; and

(vii) be computer literate and have a good command of Information Technology.
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. ROLE AND RESPONSIBILITIES

To be responsible to the Supervising Officer or any other officer designated by him for the coordination, monitoring and evaluation of projects to be implemented while cooperating with national/international organisations to achieve the objectives of the Migration Unit and to implement the Migration and Development Policy goals.

V. DUTIES AND SALARY

1. To develop, in collaboration with relevant stakeholders, a National Action Plan while cooperating with governmental, non-governmental and international organisations to better support the Government in fulfilling its local and international commitments on the issue of Migration.

2. To monitor the implementation of the migration policy by Ministries/Departments/Organisations concerned and to report on the progress.

3. To follow up on actions to be taken by different stakeholders involved in the development of the policy and research information to feed various policy-making processes.

4. To carry out research work related to migration with a view to ensuring an efficient undertaking of the policy instruments and to identify gaps related to pertinent migration issues and provide recommendations thereof.

5. To research about international best case practices on the migration agenda and identify pertinent migration thematic areas for development.
6. To manage different migration related projects funded from various international organisations.

7. To review institutional framework in order to identify emerging priorities that could play an important role in enhancing migration management.

8. To improve inter-institutional coordination and cooperation on migration data by establishing a data sharing mechanism and maintaining a database of migration related information that would serve as baseline information for future policy making decision.

9. To promote —
   (i) discussion on the linkages between migration and development through various regional and international platforms and assist in preparatory work prior to participation in international conferences and negotiations relating to migration; and
   (ii) the development of capacities of governmental/non-governmental institutions and other organisations in areas of migration and to organise, deliver, facilitate training workshops on migration.

10. To ensure multi-stakeholders cooperation and partnerships with international organisations.

11. To maximise from the positive outcomes of migration as a tool for socio-economic development with a view to communicating and establishing a network with international organisations dealing with migration issues on a regular basis.

12. To research and identify funding sources, liaise with international funding agencies and assist in resource mobilisation.

13. To use ICT in the performance of his duties.

14. 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 Migration Coordinator and Researcher in the roles ascribed to him.

The permanent and pensionable post carries salary in scale of Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 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 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 also 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 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 Public Service, Administrative and Institutional 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 offices of the Mauritius High Commissions/Embassies overseas.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, not later than 03.00 p.m (local time) on Monday 10 February 2020. Applications received after the specified closing date and time will not be considered.