MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 83 OF 2016

Vacancy for Post of Co-ordinator, Human Resource Development Centre
Rodrigues Regional Assembly (Human Resource Development Centre)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Co-ordinator, Human Resource Development Centre in the Rodrigues Regional Assembly (Human Resource Development 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 or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

   (i) possess effective communication and negotiation skills;

   (ii) have the ability to establish good working relationship with Government Departments and organisations in the private and voluntary sectors; and

   (iii) be computer literate.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**

3. The Commission reserves the right to convene **only** the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To ensure the implementation of approved policies relating to training and development.

2. To be responsible for the planning, implementation and evaluation of the training programmes for the public and private sectors.

3. To deliver training, as and when required.

4. To liaise with the Employment Office on all aspects of employment opportunities and to devise appropriate training programmes.

5. To assist in the selection of resource persons and monitor their performance.

6. To work in close collaboration with other training institutions for the elaboration of training schemes/training programmes and to promote the training activities of the Human Resource Development Centre.

7. To conduct or direct research in the field of training.

8. To assist the Head, Human Resource Development Centre in the day-to-day management of the Centre.

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

10. 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 Co-ordinator, Human Resource Development Centre in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates should 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 Commission/Embassies overseas.

2. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org
3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Monday 31 October 2016.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 11 October 2016

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.