Public Advertisement No. 7 of 2014

Vacancy for the Post of Clerk, Regional Assembly
Office of the Clerk - Rodrigues Regional Assembly

Applications are invited from qualified candidates who wish to be considered for employment as Clerk, Regional Assembly on a contractual basis in the Office of the Clerk, Rodrigues Regional Assembly for an initial period of two years, which may be renewed thereafter.

II. AGE LIMIT

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a degree in Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) possess at least two years’ post-qualification experience at senior management level;

(ii) be familiar with the provisions of the Constitution of Mauritius and with Erskine May and the Rules and Standing Orders of the Rodrigues Regional Assembly;

(iii) have a knowledge of parliamentary procedures and practices;

(iv) possess a good knowledge of modern English usage, both written and spoken;

(v) possess sound judgment, good organisational and administrative skills; and

(vi) be computer literate.

NOTE

1. The selected candidate will be employed on an assignment basis or contractual terms.

2. Candidates should produce written evidence of experience/knowledge claimed.

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

4. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. ROLE AND RESPONSIBILITIES

To be responsible for the proper organisation and conduct of the business of the Rodrigues Regional Assembly.

V. DUTIES

1. To be responsible for-
   (a) the day-to-day administration and running of the secretariat of the Regional Assembly;
   (b) preparing of Order Paper and the Minutes of Proceedings of the Regional Assembly and of its committees;
   (c) advising Members of the Regional Assembly regarding parliamentary procedures and practices;
   (d) examining Regional Assembly papers and documents;
   (e) the preparation and publication of the debates and the Regional Assembly Regulations; and
   (f) the keeping, in proper form, of papers and documents of the Regional Assembly.

2. To act as Secretary of Standing Committees of the Regional Assembly.

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

4. 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 Clerk, Regional Assembly in the roles ascribed to him.

VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT

The selected candidate will be offered either assignment of duties against the vacancy if he/she is a serving officer or contract appointment, if he/she is not in the Public Service.

The terms and conditions are as follows:

A. Assignment of duties

A public officer on permanent and pensionable establishment assigned the duties of Clerk, Regional Assembly will be eligible for a topping allowance equivalent to the difference between the flat salary of the post and the salary drawn by the incumbent in his/her substantive post. The post carries a flat salary of Rs 95,000 a month payable at the discounted rate of Rs 94,500 for the year 2014.

The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.
B. **Contract Appointment**

1. **Salary:** A flat salary of Rs 95,000 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 94,500 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

2. **Travelling Allowance:** In accordance with regulations in force.

3. **Leave:**
   
   (a) **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.

   (b) **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.

4. **Passage Benefits:** Passage benefits at the rate of 5% of the annual salary or the equivalent cost of 3900 km of the Group Tour Air Fare London at off peak rate whichever is the higher.

   No passage benefits will be earned during the 21 days annual leave whether taken or cashed.

5. **Gratuity:** At the rate of two months’ salary on completion of 12 months’ satisfactory service.

6. **Termination of Contract**

   (i) The Government may at any time determine the employment of the officer by giving one month’s notice in writing or by paying one month’s salary.

   (ii) The officer may resign from his/her employment by giving one month’s notice in writing or by paying one month’s salary to the Government.

   (iii) Should the officer in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.
C. **If the selected candidate is not permanently domiciled in Rodrigues**

1. **Quarters:**

   A furnished quarters with all the necessary services (electricity, water etc.) or a rent allowance of Rs 6,000 a month as appropriate.

2. **Transport of Personal Effects:**

   Free transport by sea of personal effects to the extent of six cubic metres.

3. **Passages:**

   Free passages to Rodrigues for self, spouse and up to three children under the age of twenty-one on assumption of duty and from Rodrigues at the end of the contract.

VII. **FRINGE BENEFITS**

The Clerk, Regional Assembly is also entitled to the following benefits:-

(a) 100% duty remission for the purchase of a car with petrol engine capacity of up to 1850 c.c. renewable once every five or seven years whichever is applicable. Officers employed on a contract/gratuity basis:

   (i) who opt for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and can be reviewed upon renewal of his contract; and

   (ii) who have opted for the monthly car allowance in lieu of the duty deferred facilities would not benefit from duty exemption until the expiry of the first contract;

(b) loan facilities for the first purchase of a car equivalent to 21 months’ salary at 4% interest rate per annum refundable in 84 monthly instalments. Note prevailing repo rate is applicable to new entrants in the Civil Service;

(c) a monthly travelling allowance for attending duty and for official travelling; and

(d) an allowance of Rs 500 for internet facilities.
VIII. 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. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are 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.**

IX. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 24 February 2014.**