Applications are invited from qualified candidates who wish to be considered for employment as Deputy Clerk, Regional Assembly on a contractual basis in the Rodrigues Regional Assembly (Office of the Clerk) 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) be familiar with the provisions of the Constitution of Mauritius and with Erskine May and the Standing Orders and Rules of the Rodrigues Regional Assembly;

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

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

   (iv) possess sound judgment and good communication, interpersonal and organising skills;

   (v) have a high sense of responsibility; and

   (vi) be computer literate.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of written evidence of 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 knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

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

To assist the Clerk, Regional Assembly in the proper organisation and conduct of the business of the Rodrigues Regional Assembly.

V. DUTIES

1. To assist the Clerk, Regional Assembly in the discharge of his duties, including the following –
   (a) management of the secretariat of the Regional Assembly;
   (b) ensuring that Parliamentary Questions are properly drafted and addressed to the right Commissioner;
   (c) scrutinising Parliamentary Questions and motions to ascertain whether they are in order;
   (d) responsibility for the printing and publication of reports and minutes of the debates of the Regional Assembly;
   (e) circulation of the Parliamentary papers, memoranda, minutes and verbatim reports to members of the Regional Assembly;
   (f) helping in parliamentary research work; and
   (g) keeping, in proper form, of record of the proceedings of each meeting of the Regional Assembly.

2. To deputise for the Clerk, Regional Assembly in his absence.

3. To act as Secretary of Standing Committees of the Regional Assembly, as and when required.

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

5. 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 Deputy Clerk, Regional Assembly in the roles ascribed to him.

Note

The Deputy Clerk, Regional Assembly will be called upon, as and when required, to work outside normal working hours, on Saturdays, Sundays and Public Holidays.

VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT

The selected candidate will be offered either assignment of duties against the vacancy, if he is a serving officer or contract employment, if he is not in the Public Service.
The terms and conditions are as follows:

A. **Assignment of duties against the vacancy**

A public officer on permanent and pensionable establishment assigned the duties of Deputy Clerk, Regional Assembly will be eligible for an allowance representing the difference between the negotiated salary and the salary drawn by the incumbent in his substantive post.

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

B. **Contract employment**

1. **Salary:** Negotiable in the range Rs 36,200 to Rs 64,800 a month taking into account the officer’s post qualification experience in line with the recommendation of the PRB Report 2016.

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.

   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 twelve months’ satisfactory service.
6. **Termination of Contract**

(a) 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.

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

(c) Should the officer, in any manner misconduct himself, the Government may terminate his employment forthwith and thereupon all the rights and advantages reserved shall cease.

C. **If 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 8,000 and Rs 12,000 a month for single and married officers respectively.

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 Deputy Clerk is also entitled to the following benefits:-

(a) 70% duty remission for the purchase of a new or imported second hand car of engine capacity of up to 1400 c.c. once every seven years or a monthly car allowance of Rs 2,100 in lieu of duty remission.

   The officer employed on a contract/gratuity basis:

   (i) who opts 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 has 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 installments.

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.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. 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.

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 Wednesday 06 September 2017.

Date: 17 August 2017

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