PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 17 OF 2015

Vacancy for the Post of Officer-in-Charge, Youth Services
Rodrigues Regional Assembly (Youth)

Applications are invited from qualified officers on the establishment of the Rodrigues Regional Assembly who wish to be considered for appointment as Officer-in-Charge, Youth Services in the Rodrigues Regional Assembly.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Youth Officer who reckon at least four year’s service in a substantive capacity in the grade and who -

(a) possess good administrative and managerial skills;

(b) possess good communication and interpersonal skills; and

(c) have the ability to motivate a team of officers and interact with people at all levels.

III. ROLE AND RESPONSIBILITIES

To be responsible for the overall management and day-to-day running of the Youth Division, Youth Centres/Residential Training Centre and Ateliers de Savoirs.

IV. DUTIES AND SALARY

1. To assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the youth.

2. To plan and coordinate youth activities and implement policies, programmes and projects for the development of the youth in Rodrigues.

3. To ensure that appropriate training for youth and officers of the Youth Officer Cadre is carried out properly.

4. To supervise, monitor and evaluate youth activities and projects.

5. To motivate youth to participate in national, regional and international level activities.

6. To liaise with national, regional and international organisations in the field of youth.

7. To provide assistance and guidance to youth organisations.

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

9. 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 Officer-in-Charge, Youth Services in the roles ascribed to him.
Note

The Officer-in-Charge, Youth Services may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month plus salary compensation at approved rates.

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 circular 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 encouraged to submit their e-mail address.

4. 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.

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 Thursday 28 May 2015.

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.

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

Date: 15 May 2015