PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.30 OF 2015

Vacancies for Post of Deputy Permanent Secretary
Prime Minister’s Office

Applications are invited from qualified officers in the Administrative Cadre who wish to be considered for appointment as Deputy Permanent Secretary in the Prime Minister’s Office.

II. QUALIFICATIONS

A. By selection from among officers in the grade of Assistant Permanent Secretary who reckon at least eight years’ service in a substantive capacity in the grade and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

   (i) possess leadership and organising skills;

   (ii) be versatile and adaptable to different work situations and conditions;

   (iii) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem solving;

   (iv) be familiar with modern trends and techniques in management; and

   (v) have a high sense of responsibility and maturity.

Note

1. Consideration will also be given to Assistant Permanent Secretaries in post as at 30 June 2003 although they do not possess a degree.

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

III. ROLE AND RESPONSIBILITIES

To provide administrative support to the machinery of government in designing, formulating and implementing government policies.
IV. **DUTIES AND SALARY**

1. To assist the Supervising Officer in the administration and management of any department of Government and to ensure the most economical, efficient and effective use of resources.

2. To assist in the formulation, co-ordination and implementation of Government policy, goals and objectives.

3. To assist the Supervising Officer in his role of giving advice and support to Ministers on current government business, including their parliamentary duties.

4. To assist in the drafting of legislation and policy papers.

5. To work in close collaboration with public officers from a wide range of professional disciplines and to assist them in improving the operational efficiency and accountability of the units under their responsibility.

6. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness of a department of Government.

7. To represent a department of Government on boards and committees, as and when required.

8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.

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 Deputy Permanent Secretaries in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 62,375 a month plus salary compensation at the approved rate.
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. Applications should be submitted 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 circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. On-line application can also be submitted through the government web portal at [http://www.govmu.org](http://www.govmu.org)

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.**

VI. **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 08 July 2015.**