MAURITIUS PUBLIC SERVICE

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.5 OF 2016

Vacancy for the Post of Assistant Director, Public Sector Re-Engineering Bureau
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Director, Public Sector Re-Engineering Bureau in the Ministry of Civil Service and Administrative Reforms.

II. QUALIFICATIONS

A. By selection from among -

I. serving officers who -

(a) possess a Master’s Degree in Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management or in a related field from a recognised institution; and

(b) reckon at least ten years’ experience at mid-management level.

AND

II. candidates who -

(a) possess a Master’s Degree in Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management or in a related field from a recognised institution;

(b) reckon at least ten years’ experience at mid-management level; and

(c) are computer literate.

OR

Equivalent qualifications to I(a) and II(a) above acceptable to the Public Service Commission.

B. Candidates should -

(i) reckon at least three years’ experience in planning and driving reform initiatives either in the Public Sector or in the Private Sector;

(ii) have a good knowledge of Organisational Analysis and Design, Change Management and Organisational Audits;
(iii) have the ability to provide strategic and visionary advice on Civil Service reforms through the development of short and long-term strategic goals;

(iv) have good analytical and problem-solving skills;

(v) have the ability and skills to design and build appropriate database to assist in the formulation of policies;

(vi) be able to analyse performance data and make recommendations for improvement;

(vii) have effective communication and interpersonal skills; and

(viii) be conversant with database management.

**NOTE**

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

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 assist the Director, Public Sector Re-Engineering Bureau in the development of Reform plans and strategies for the Public Sector and to ensure the effective and efficient implementation thereof.

**IV. DUTIES AND SALARY**

1. To assist the Director, Public Sector Re-Engineering Bureau in -

   (a) formulating, monitoring and evaluating, including the costing of Civil Service policy reforms, programmes and projects;

   (b) co-ordinating and leading the preparation of reform strategic and operational plans in consultation with the different divisions of the Ministry and other organisations;

   (c) co-ordinating organisational research information exchanges with other organisations;

   (d) monitoring and evaluating progress of Public Sector reforms/ modernisation projects and proposing remedial actions;

   (e) leading organisational and management review exercises, system audits and making appropriate recommendations;
(f) co-ordinating and leading Human Resource Audits and Assessments and developing strategic Human Resource Planning policies to ensure optimum utilisation of human resources across the Public Service;

(g) facilitating and co-ordinating the implementation of reform projects of the Ministry across the Public Service;

(h) organising and conducting research programmes and surveys for informed policy decisions;

(i) identifying innovative ideas through research/market research and advising on the formulation of appropriate policies, where required;

(j) generating and analysing reports for surveys conducted;

(k) ensuring the timely dissemination of relevant data and information, relating to audits and surveys, to Ministries/Departments; and

(l) evaluating reform projects in the Public Sector including financial analysis thereof.

2. To guide and train subordinate staff.

3. To provide advice on strategic issues.

4. To co-ordinate the setting up and ensure the maintenance of a reliable database for the Ministry.

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

6. 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 Assistant Director, Public Sector Re-Engineering Bureau in the roles ascribed to him.

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.

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. Candidates are encouraged to submit on-line application 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 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.**

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 25 February 2016.**

Date: 05 February 2016

Public Service Commission, 7, Louis Pasteur Street, **FOREST SIDE.**