PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 7 OF 2015

Vacancy for the Post of Co-ordinator, Security Matters
Prime Minister’s Office

Applications are invited from qualified officers who wish to be considered for appointment as Co-ordinator, Security Matters in the Prime Minister’s Office.

II. QUALIFICATIONS

A. By selection from among serving officers drawing a basic salary of not less than Rs 20,675 a month in their substantive appointment and who –
   (i) reckon at least five years’ service in a substantive capacity; and
   (ii) possess a degree in Police Studies or Law or Law and Management or Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -
   (i) have a keen interest and vision for security work;
   (ii) possess strong leadership skills; and
   (iii) be able to plan, organise and monitor Committee work.

Note

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

III. DUTIES AND SALARY

To perform, under the supervision of the Secretary for Home Affairs, the following duties:-

1. To assist the Principal Co-ordinator, Security Matters in the performance of his duties both in office and on the field, in particular in the formulation and implementation of an overall national security plan for the country.

2. To ensure compliance of Prime Minister’s Office’s instructions given to all heads of critical infrastructures, such as the Airport, Harbour, Mauritius Broadcasting Corporation and Prisons.

3. To be responsible for site visits in connection with events organised by the Prime Minister’s Office and to ensure implementation of instructions related thereto.

4. To carry out inspections of any new building/project of Government where security aspect is required.
5. To carry out site visits to places to be visited by Heads of States, Heads of Government during their visit to Mauritius and ensure that security in place is in conformity with the provisions laid down in the Prime Minister’s Office guidelines.

6. To be the Secretary of-
   
   (i) National Security Committee;
   
   (ii) National Aviation Security Committee;
   
   (iii) National Maritime and Harbour Security Committee;
   
   (iv) Mauritius Broadcasting Corporation Security Committee;
   
   (v) Ministerial Security Officers Committee; and
   
   (vi) any other Committee that may be assigned by the Secretary for Home Affairs.

7. To co-ordinate the activities of the Ministerial Security Officers and assist them as required.

8. To execute instructions from the National Security Adviser and the Secretary for Home Affairs on matters relating to security.

9. To arrange for security during international conferences held in Mauritius including issuance of accreditation pass and provision of access control.

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

11. 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 Co-ordinator, Security Matters in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775 a month plus salary compensation at approved rates.

IV. 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

4. On-line application can also be submitted 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 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.

V. 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 27 April 2015.

Date: 07 April 2015

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