Applications are invited from qualified officers who wish to be considered for appointment as Temporary Electoral Officer in the Electoral Commissioner’s Office.

II. QUALIFICATIONS

By selection from among serving officers who –

(i) are drawing at least a basic salary, in their substantive appointment, equivalent to the initial point of the Office Management Assistant’s salary;

(ii) possess:

(a) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

(b) a Diploma in Legal Studies or Law and Management from a recognised institution;

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission; and

(iii) reckon at least five years’ service in a substantive capacity.

Candidates should also:–

(i) have a knowledge of the election system in Mauritius;

(ii) have sound judgment and initiative as well as interpersonal and communication skills;

(iii) be highly committed, prompt in problem solving, and proactive and resourceful and possess leadership qualities; and

(iv) be IT literate.

Experience related to the duties of the post is desirable.
NOTE

1. Candidates should produce written evidence of experience claimed.

2. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To carry out such duties as may be assigned to him and, in particular:-

   (i) the registration of electors;

   (ii) the compilation of registers of electors; and

   (iii) the organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act.

2. To act as Registration Officer for one or more constituencies at a time.

3. To provide training to junior staff.

4. To perform all IT related 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 Electoral Officers in the roles ascribed to them.

Note

Electoral Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

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. 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.

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 Thursday 05 January 2017.

Date: 16 December 2016

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