Vacancies for Post of General Services Executive (Rodrigues Regional Assembly)  
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified officers who wish to be considered for appointment as General Services Executive (Rodrigues Regional Assembly) in the Central Administration of the Rodrigues Regional Assembly.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

A. By selection from among officers who hold a substantive appointment in the grade of General Services Officer (Rodrigues Regional Assembly) and who –

(i) reckon at least four years’ service as from the date they joined service;

(ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;

(iii) possess good analytical, technical and interpersonal skills;

(iv) have the ability to organise and prioritise workload; and

(v) are able to work on their own initiative and in teams.

B. Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed –

(i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business; and

(ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

NOTE

1. Candidates will be informed in due course of the exact date and venue of the examination.

2. Candidates who are overseas should make their own arrangements to come to Rodrigues to sit for the examination.
III. **DUTIES AND SALARY**

1. To organise, implement and direct office operations.

2. To provide administrative support in general administration, human resource management, finance and procurement and supply.

3. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.

4. To assist in the organisation of official functions, induction and training programmes and other activities.

5. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.

6. To manage and ensure safekeeping of official records.

7. To supervise the retrieval and disposal of office records within established guidelines.

8. To act as secretary to committees and/or bid evaluation committees, as and when required.

9. To undertake research in connection with the activities/policies of the Commission/Department and submit reports, as and when required.

10. To assist in the preparation and the monitoring of Programme Based Budgeting.

11. To ensure the keeping of proper, complete and up-to-date human resource/financial records.

12. To provide assistance in the processing of audit queries related to financial and human resource issues.

13. To ensure proper and timely submission of accurate returns as requested.

14. To provide, under supervision, as and when required, advice and information on matters relating to general administration, human resource management, finance and procurement and supply.

15. To assist in all administrative processes relating to procurement and supply and warehouse operations.

16. To ensure that stock checking programmes are maintained.

17. To co-ordinate and supervise the work of subordinate staff.

18. To ensure that office inventory tallies with the supply system records.

19. To use ICT in the performance of his duties.
20. 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 General Services Executive (Rodrigues Regional Assembly) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,175 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 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. 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 advised to submit their e-mail address.

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Monday 07 September 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,

Date: 17 August 2015

MAURITIUS.