PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 31 OF 2016

Vacancies for Post of Administrative Officer
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified Rodriguan officers who wish to be considered for appointment as Administrative Officer in the Central Administration, Rodrigues Regional Assembly.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

For Limited Competition

1. By selection from among officers who hold appointment in a substantive capacity in any of the following grades/cadres on the establishment of the Rodrigues Regional Assembly –
   (i) Executive Officer (Rodrigues), Higher Executive Officer (Rodrigues) and Senior Executive Officer (Rodrigues);
   (ii) General Services Executive (Rodrigues Regional Assembly) [to be restyled Office Management Assistant] and Office Management Executive;
   (iii) Human Resource Management Cadre;
   (iv) Financial Operations Cadre; and
   (v) Procurement and Supply Cadre.

2. Candidates should –
   (a) have a good command of English;
   (b) have good interpersonal and communication skills;
   (c) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;
   (d) have potential and ability to command and lead others, to promote team work and exercise authority;
   (e) have a high degree of maturity in evaluating and analysing matters of public concern; and
   (f) be versatile and have the ability to adapt to different work situations.

Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

Note

1. Eligible candidates will be informed in due course of the 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. **ROLE AND RESPONSIBILITIES**

To be responsible under the supervision of the Island Chief Executive/Departmental Head for one or several areas of activities falling within the ambit of the Commission.

IV. **DUTIES AND SALARY**

1. To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.
2. To assist in the formulation of policies and the preparation of legislations to give effect to it.
3. To assist in the administration of the various Acts and Regulations falling under the aegis of the Commission.
4. To give support to Commissioners in their parliamentary duties by providing materials for use in debates, conferences and meetings.
5. To represent the Rodrigues Regional Assembly/Commission in negotiation with other governments, other departments, outside interests and members of the public.
6. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
7. To ensure that Government obtains value for money in all its operations.
8. To use ICT in the performance of his duties.
9. 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 Administrative Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

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. This advertisement 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)
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.

VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Tuesday 19 July 2016.

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.

Date: 29 June 2016