**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 6 OF 2015**

*Vacancy for the Post of Chief Regional Development Officer*
*Prime Minister’s Office (National Development Unit)*

Applications are invited from qualified officers who wish to be considered for appointment as Chief Regional Development Officer in the National Development Unit of the Prime Minister’s Office.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Principal Regional Development Officer who reckon at least two years’ service in a substantive capacity in the grade and who –

(i) are able to contribute effectively in the formulation of regional development programmes;

(ii) possess strong analytical, interpersonal and managerial skills; and

(iii) have sound organising and leadership capabilities.

**III. ROLE AND RESPONSIBILITIES**

To be responsible for the formulation of policies for the National Development Unit and to ensure timely and efficient implementation of projects.

**IV. DUTIES AND SALARY**

1. To assist the Head of the Ministry in the management of regional development programmes.

2. To promote the central theme of the National Development Programme and ensure its acceptance by the population.

3. To ensure the co-ordination of development projects of the National Development Unit with other Ministries/Departments.

4. To examine project write-ups submitted by subordinate staff.

5. To arrange for the appraisal, preparation, execution and supervision of projects under the National Development Programme.

6. To ensure that clearances, way leaves and other requirements including approval have been obtained before the implementation of projects.

7. To ensure that complaints/representations from members of the public with regard to the need for infrastructural projects in the respective localities are attended to.

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

9. To advise on training and development needs of subordinate staff and ensure the implementation of training programmes.
10. To examine and ensure the correctness of project progress reports submitted by subordinate staff.

11. To organise and conduct meetings, talks, seminars and workshops related to regional development programmes.

12. To liaise with Parliamentary Private Secretaries for the smooth implementation of regional development projects.

13. To ensure the implementation of the Performance Management System in the Regional Development Unit.

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

15. 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 Chief Regional Development Officer in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 86,000 a month plus salary compensation at the approved rate.

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 the Secretary for Home Affairs, Prime Minister's Office.

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.
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 15 April 2015.**

Date: 26 March 2015

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