PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2015

Vacancies for Post of Citizen’s Advice Bureau Organiser
Prime Minister’s Office (National Development Unit)

Applications are invited from qualified officers who wish to be considered for appointment as Citizen’s Advice Bureau Organiser in the National Development Unit of the Prime Minister’s Office.

II. Qualifications

By selection from among serving officers drawing a basic salary of not less than Rs 15,475 a month in their substantive appointment and who –

(a) reckon at least 10 years’ service in a substantive capacity;

(b) possess a diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(c) possess supervisory and communication skills.

Note

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

III. Duties and Salary

1. To plan and organise the smooth running of the Citizen’s Advice Bureau.

2. To provide necessary information, advice and guidance to enquirers.

3. To register complaints/suggestions from members of the public and to liaise with relevant authorities.

4. To organise official functions including social and recreational activities of the Citizen’s Advice Bureau.

5. To organise Information, Education and Communication (I.E.C) Campaigns on issues of national interest to create awareness among citizens of their rights and responsibilities.

6. To liaise with the community to bring about improvement and initiate activities for the welfare of the community.

7. To maintain and operate an up-to-date information service.

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 Citizen’s Advice Bureau Organiser in the roles ascribed to him.
Note

Citizen’s Advice Bureau Organisers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 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 Tuesday 31 March 2015.

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

Date: 11 March 2015