Vacancy for Post of Deputy Director
Pay Research Bureau

Applications are invited from qualified officers of the Pay Research Bureau who wish to be considered for appointment as Deputy Director in the Bureau.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Job Analyst who reckon at least three years’ service in a substantive capacity in the grade and who -

(a) possess a Master’s Degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(b) have good conceptual and analytical skills; and

(c) possess excellent communication, interpersonal, leadership and managerial skills.

III. ROLE AND RESPONSIBILITIES

To assist the Director in the formulation of policies and strategies in line with the goals and objectives of the Pay Research Bureau.

IV. DUTIES AND SALARY

1. To be responsible to the Director for carrying out such functions as are delegated and to assist him in -

(a) the maintenance and promotion of the good order and the efficient administration and management of the Bureau including collaboration with relevant organisations and the management of all resources (human, financial and technical);

(b) the achievement of the Bureau’s main programme—Public Sector Compensation and HRM Policy and Strategy; and

(c) carrying out assignments in organisations in connection with the determination of pay and grading structures and conditions of service.

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

3. 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 Deputy Director in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 102,000 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Director, Pay Research Bureau.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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 28 October 2013.

Date: 15 October 2013

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