Applications are invited from qualified officers of the Ministry of Finance and Economic Development who wish to be considered for appointment as Deputy Financial Secretary in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grade of Director (Economic and Finance) who reckon at least two years’ service in a substantive capacity in the grade.

B. Candidates should –

   (i) be fully conversant with the economic, financial, fiscal, monetary, social and human resource policies of Government;
   
   (ii) have a track record of solid achievement of clearly identifiable outputs;
   
   (iii) have a thorough understanding of topical issues in the field of finance, financial markets, domestic, regional and international economy;
   
   (iv) be a strategic leader with exceptional analytical and interpersonal skills; and
   
   (v) have the ability to interact effectively with national and international stakeholders.

III. ROLE AND RESPONSIBILITIES

To assist the Financial Secretary in the achievement of the strategic goals and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To assist the Financial Secretary in the overall leadership of the Ministry and in building and sustaining a high performing result-focused organisation.

2. To deputise for the Financial Secretary in his absence.

3. To be responsible to the Financial Secretary for economic, budgetary and management matters of the Ministry.

4. To guide on the establishment and maintenance of systems to ensure performance based management.

5. To effectively carry out the mission and strategic goals of the Ministry.

6. To be responsible for the implementation of policies and budgetary measures.
7. To plan, organise, supervise, co-ordinate and monitor the work of Directorates/Departments within the Ministry.

8. To advise the Minister on economic, financial, fiscal, social and management policies.

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

10. 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 Financial Secretary in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 132,000 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 Financial Secretary, Ministry of Finance and Economic Development.

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](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](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 20 October, 2014.**