Applications are invited from qualified officers who wish to be considered for appointment as Electoral Officer in the Electoral Commissioner’s Office.

II. QUALIFICATIONS

A. By selection from among serving officers who –

(1) are drawing at least a basic salary, in their substantive appointment, equivalent to the initial point of the Executive Officer’s salary;

(2) possess:

(a) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

(b) a Diploma in Legal Studies or Law and Management from a recognised institution;

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission; and

(3) reckon at least five years’ service in a substantive capacity.

B. Candidates should also:-

(i) have a knowledge of the election system in Mauritius;

(ii) have sound judgment and initiative as well as interpersonal and communication skills;

(iii) be highly committed, prompt in problem solving, and proactive and resourceful and possess leadership qualities; and

(iv) be IT literate.

Experience related to the duties of the post is desirable.

NOTE

1. Candidates should produce written evidence of experience claimed.

2. 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 carry out such duties as may be assigned to him and, in particular:-

   (i) the registration of electors;

   (ii) the compilation of registers of electors; and

   (iii) the organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act.

2. To act as Registration Officer for one or more constituencies at a time.

3. To provide training to junior staff.

4. To perform all IT related duties.

5. 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 Electoral Officers in the roles ascribed to them.

Note

Electoral Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 26,675 x 750-29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 43,775 QB 45,275 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate of Rs 26,090 and Rs 26,380 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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.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.

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 06 August 2013.

Date: 17 July 2013

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