Vacancies for Post of Minister Counsellor/Deputy High Commissioner
Ministry of Foreign Affairs, Regional Integration and International Trade

Applications are invited from qualified officers of the Ministry of Foreign Affairs, Regional Integration and International Trade who wish to be considered for appointment as Minister Counsellor/Deputy High Commissioner in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of First Secretary who reckon at least five years’ service in a substantive capacity in the grade and who:-

(a) have sound administrative and managerial abilities;
(b) have a wide knowledge of international affairs; and
(c) are skilful negotiators and communicators with demonstrated qualities of maturity and integrity.

III. ROLE AND RESPONSIBILITIES

To advise and assist in the protection and promotion of national interests through bilateral, regional and multilateral relationship and through a properly organised diplomatic network.

IV. DUTIES AND SALARY

A. When posted to a Mission

1. To be responsible to the Head of Mission for the following:-

(a) the overall supervision, management and control of the Mission;
(b) acting as principal collaborator and principal adviser on political matters and such other matters as the Head of Mission may direct;
(c) co-ordinating the work of First Secretaries and Second Secretaries and other staff of the Mission and also of Consuls and Trade Representatives posted in other towns of the receiving State;
(d) the proper accounting of the budgetary provisions authorised for the Mission; and
(e) keeping the Head of Mission au courant of the political and economic situation in the receiving State and submitting regular reports thereon to the Secretary for Foreign Affairs.

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 Minister Counsellors/Deputy High Commissioners in the roles ascribed to them.

**NOTE**
Where the Head of Mission is a Career Officer, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

**B. When posted to the Headquarters**

1. To be responsible for the overall supervision and organisation of a Division.

2. To give general assistance and support to the Secretary for Foreign Affairs and to ensure that his instructions are properly carried out.

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

4. 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 Minister Counsellors/Deputy High Commissioners in the roles ascribed to them.

**NOTE**
Where there is a Career Ambassador in charge of the Division, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

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 Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade.

3. This circular together with 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 Wednesday 28 August 2013.**

Date: 15 August 2013

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