Vacancy for the Post of Officer-in-Charge (Pensions)  
The Treasury

Applications are invited from qualified officers who wish to be considered for appointment as Officer-in-Charge (Pensions) in the Treasury.

II. QUALIFICATIONS

By selection of officers in the General Services Class and Financial Operations Cadre drawing a minimum salary of Rs 25,175 at the discounted rate of Rs 24,590 a month and having

(a) an in depth knowledge of pension matters;
(b) good organisational and administrative abilities; and
(c) good communication and supervisory skills.

III. DUTIES AND SALARY

1. To be responsible to the Accountant-General for the smooth running of the Pension Section.

2. To supervise and co-ordinate the work of staff working under his control and to provide on-the-job training.

3. To ensure the correctness of computations and payment of retiring/death benefits and contract gratuities.

4. To process all claims for compensation to injured employees.

5. To guide and help officers of Ministries/Departments in the preparation of pension schedules and on all matters relating to payment of pension.

6. To tender advice on the disposal of death gratuities.

7. To ensure the correct application of pension laws and regulations.

8. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 30,575 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 49,775 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 29,990 and Rs 30,280 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](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.**

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 Thursday 22 August 2013.**

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

Date: 02 August 2013