PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 36 OF 2013

Vacancy for Post of Principal Electoral Officer
Electoral Commissioner's Office

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

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Electoral Officer who reckon at least two years' service in a substantive capacity in the grade and who:

(a) are familiar with the provisions of the Constitution of Mauritius and all Acts, Regulations and Orders pertaining to registration of electors, conduct of elections and related matters, and with all related legal rulings as may be given from time to time;

(b) possess organising and administrative abilities; and

(c) have good communication and leadership skills.

III. DUTIES AND SALARY

1. To be responsible to the Electoral Commissioner particularly for :-
   (i) the general supervision of registration of electors and of National Assembly, Local Government and Rodrigues Regional Assembly Elections and all duties connected therewith;
   (ii) the co-ordination of the work of Registration Officers and Returning Officers; and
   (iii) the conception and preparation of instructions for the guidance of Registration Officers and Returning Officers and their subordinate staff.

2. To assist the Deputy Chief Electoral Officer in the discharge of his duties.

3. To perform all IT related 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 Principal Electoral Officers in the roles ascribed to them.

Note

Principal Electoral Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 40,775 x 1,500 – 58,775 x 1,800 – 62,375 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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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 the Electoral Commissioner, Electoral Commissioner's Office.

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 11 October 2013.

Date: 27 September 2013

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