PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 14 OF 2014

Vacancy for Post of Principal Executive Officer (Rodrigues)
Central Administration, Rodrigues Regional Assembly

Applications are invited from qualified officers who wish to be considered for appointment as Principal Executive Officer (Rodrigues) in the Central Administration, Rodrigues Regional Assembly.

II. QUALIFICATIONS

1. By selection from among officers in the grade of Senior Executive Officer (Rodrigues) who reckon at least two years’ service in a substantive capacity in the grade.

2. Candidates should –

(i) **for the Personnel Section**

(a) be fully conversant with personnel matters;

(b) have a high sense of responsibility and trustworthiness;

(c) possess leadership skills and problem solving ability; and

(d) have good interpersonal and communication skills.

(ii) **for the Administration Section**

(a) be fully conversant with the provisions of the Rodrigues Regional Assembly Act;

(b) have a high sense of responsibility and trustworthiness;

(c) possess leadership skills and problem solving ability; and

(d) have good interpersonal and communication skills.

III. DUTIES AND SALARY

**For the Personnel Section**

1. To be responsible for:

(a) providing advice, functional guidance and assistance on all personnel policies and related matters in accordance with standing rules and regulations;

(b) providing support to the Island Chief Executive and supervisors of divisions/sections and ensuring the effective use of human resources;

(c) ensuring that personnel policies, rules, regulations and procedures are properly interpreted and consistently applied;
(d) advising on the determination of human resource needs in terms of number, grading and level of responsibility through proper planning and forecasting and keeping staffing requirements under constant review through deployment and placement of staff;

(e) advising on the structural efficiency of the various Divisions and making recommendations for improving organisational design by examining from time to time work objectives, span of control, lines of co-ordination and communication;

(f) drafting schemes of service and revising existing ones to meet new organisational needs;

(g) ensuring that up-to-date personnel records, including records of absenteeism, sickness, late arrivals and early departures are kept;

(h) supervising and training junior officers as well as assisting in the organisation of training programmes;

(i) ensuring the smooth insertion of officers through proper guidance;

(j) promoting good industrial relations and taking prompt action to settle grievances and conflicts through negotiations and discussions;

(k) attending to court cases in connection with personnel matters;

(l) acting as member of committees and boards on personnel matters; and

(m) ensuring the promotion of staff welfare and a healthy and safe working environment.

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

**For the Administration Section**

1. To be responsible for one or several areas of activities falling within the ambit of the Central Administration.

2. To assist in the efficient administration of the functions of the Executive Council.

3. To assist the Island Chief Executive in the keeping and circulation of notes of meeting of the Executive Council and to ensure proper follow-up thereon.

4. To assist in the implementation of the decisions of the Executive Council.

5. To perform such cognate duties as may be assigned.
The permanent and pensionable post carries salary in scale Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 57,275 a month. However, for 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.

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. 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

3. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Tuesday 27 May 2014.

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
**MAURITIUS.**

**Date: 07 May 2014**