Applications are invited from qualified officers who wish to be considered for appointment as Regional Development Officer in the National Development Unit of the Prime Minister’s Office.

II. QUALIFICATIONS

A. By selection from among –

   (i) officers of the Citizen’s Advice Bureau Cadre; and

   (ii) officers in the grade of Assistant Regional Development Officer

who possess a degree in Sociology or Social Work or Economics or Public Administration or Civil Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

   (i) reckon at least four years’ experience in community and social work; and

   (ii) possess supervisory and communication skills.

Note

1. Candidates should produce written evidence of experience/knowledge 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 be responsible to the Senior Regional Development Officer for the performance of the following duties -

   (a) to guide, supervise and co-ordinate the work of subordinate officers;

   (b) to survey the area assigned to him and to prepare and update village and urban profiles;

   (c) to prepare development plans for specific areas according to approved specifications;

   (d) to co-ordinate the activities of Government and non-Government agencies for an integrated national development programme;
(e) to help identify suitable self-help projects, prepare and submit plans and assist the community in the implementation of these projects;

(f) to promote co-operative projects in the country and assist in their implementation;

(g) to liaise with appropriate Ministries in order to secure technical and/or material assistance for the benefit of the population;

(h) to foster and encourage community activities based on voluntary participation;

(i) to assist the technical and professional services to make their programmes known, understood and implemented;

(j) to work in close collaboration with the Village Councils, District Councils and Municipal Councils;

(k) to monitor the implementation of National Development Projects; and

(l) to keep records and submit progress reports and returns, as directed.

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 the Regional Development Officer in the roles ascribed to him.

**Note**

Regional Development Officers are required to work after normal working hours, during week-ends and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month plus salary compensation at approved rates.

**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 Permanent Secretary, Prime Minister’s Office (National Development Unit).
3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org).

4. On-line application can also be submitted through the government web portal at [http://www.govmu.org](http://www.govmu.org).

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 6 April 2015.**

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Date: 17 March 2015

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