PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 43 OF 2014

Vacancy for the Post of Secretary, Ombudsperson for Children’s Office

Applications are invited from qualified officers who wish to be considered for appointment as Secretary, Ombudsperson for Children’s Office.

II. QUALIFICATIONS

A. By selection from among serving officers who are drawing a monthly basic salary of not less than Rs 30,575 in the salary scale of their substantive post and who possess a degree in Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years’ administrative experience;

(ii) be well conversant with Government Machinery, human resource, financial as well as procurement procedures and practices and other regulations/legislation in force;

(iii) have good organisational and managerial skills;

(iv) possess good analytical, problem solving and communication skills; and

(v) be computer literate.

NOTE

1. Candidates should provide 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.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

III. ROLE AND RESPONSIBILITIES

To be responsible for the day-to-day administration of the Ombudsperson for Children’s Office.
IV. DUTIES AND SALARY

1. To assume administrative and financial responsibilities under the instruction of the Ombudsperson for Children.

2. To ensure proper control of expenditure.

3. To oversee investigation duties whenever required by the Ombudsperson for Children.

4. To collect information, data and materials as may be required in connection with the powers and functions of the Ombudsperson for Children.

5. To train and supervise subordinate staff and to maintain general discipline.

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

7. 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 Secretary, Ombudsperson for Children’s Office in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 30,575 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 54,275 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 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

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.

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 Monday 20 October 2014.

Date: 30 September 2014

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