

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 22 OF 2021

Vacancies for Post of Electoral Officer **Office of the Electoral Commissioner**

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

II. QUALIFICATIONS

- A. By selection from among serving officers drawing salary in a scale the minimum of which is not less than Rs 21,950 monthly in their substantive appointment and who –
- (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) reckon at least 10 years' service in a substantive capacity.
- B. Candidates should –
- (i) have a sound knowledge of the election process in Mauritius;
 - (ii) have practical experience in election duties;
 - (iii) be highly committed, proactive and resourceful;
 - (iv) possess interpersonal, communication and organisational skills;
 - (v) possess supervisory and leadership skills; and
 - (vi) possess good analytical and problem solving skills.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. To be responsible to the Senior Electoral Officer in the performance of the following duties –
 - (i) registration of electors;
 - (ii) compilation of registers of electors; and
 - (iii) organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act.
2. To act as Registration Officer for one or more constituencies at a time.
3. To provide training to subordinate staff.
4. To use ICT in the performance of his duties.
5. 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 Electoral Officer in the roles ascribed to him.

Note

Electoral Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:- **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. CLOSING DATE

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Monday 12 July 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 22 June 2021

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