

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 72 OF 2021

Vacancy for Post of Director Preparedness **Ministry of Local Government and Disaster Risk Management** **(National Disaster Risk Reduction and Management Centre)**

Applications are invited from qualified candidates who wish to be considered for appointment as Director Preparedness in the Ministry of Local Government and Disaster Risk Management (National Disaster Risk Reduction and Management Centre).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a degree in Communication Studies or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least eight years' experience at senior management level in the field of communication or media matters;
 - (ii) possess strong analytical skills, a sound track record of producing high-quality written outputs and presenting them in public settings;
 - (iii) possess strong interpersonal skills and be able to establish effective working relationships with people of different backgrounds;
 - (iv) be able to work under pressure; and
 - (v) be computer literate.

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 qualifications (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.**

3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To be responsible for the effective and efficient management of the Preparedness Team of the National Disaster Risk Reduction and Management Centre and for the promotion of a culture of risk avoidance.

V. DUTIES AND SALARY

1. To be responsible to the Director-General for the performance of the following duties –
 - (a) to manage and provide leadership to the Preparedness Team and its component teams with a view to ensuring that the teams perform in an efficient and effective manner;
 - (b) to manage the development, integration and production of the National Disaster Risk Reduction and Management Plan, including inputs of Local Disaster Risk Reduction and Management Plans;
 - (c) to promote a culture of risk avoidance among stakeholders through integrated education, training and public sensitisation programmes;
 - (d) to oversee the training, education and community mobilisation elements with a view to achieving the relevant indicators in the National Strategic Framework for Disaster Risk Reduction and Management;
 - (e) to liaise with persons and organisations for the exchange of information to facilitate the co-ordination of activities relating to the preparedness for disaster in Mauritius and the Outer Islands;
 - (f) to conduct programmes for public information and education on the mitigation of, preparedness for, response to and recovery from disasters, in collaboration with the Information Management Team;
 - (g) to liaise with the authorities concerned to ensure that schools' education curricula and programmes including drills are aligned with the National Policy for Disaster Risk Reduction and Management; and

- (h) to facilitate and promote the integration of effective disaster preparedness actions into cross-governmental strategies and planning, including the promotion of effective messaging of education resources, public awareness campaigns and training for disaster management.
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 Director Preparedness in the roles ascribed to him.

Note

The Director Preparedness will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during cyclonic periods and other natural calamities and emergencies.

The permanent and pensionable post carries salary in scale Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 a month.

VI. 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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.
2. Candidates already in the service **should** submit their applications **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also 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 candidate.**

VII. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 26 October 2021**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 October 2021

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