

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 46 OF 2021

Vacancy for Post of Assistant Citizen's Advice Bureau Co-ordinator Ministry of National Infrastructure and Community Development (National Development Unit)

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Citizen's Advice Bureau Co-ordinator in the Ministry of National Infrastructure and Community Development (National Development Unit).

II. QUALIFICATIONS

By selection from among officers in the grade of Citizen's Advice Bureau Organiser who reckon at least four years' service in a substantive capacity in the grade and who -

- (i) possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) are customer-oriented; and
- (iii) have good organising and supervisory skills.

Note

The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To be responsible to the Permanent Secretary through the Citizen's Advice Bureau Co-ordinator for the co-ordination and implementation of all Citizen's Advice Bureau activities in respect of the region assigned to him.
2. To monitor and supervise the work of Citizen's Advice Bureau Organisers.
3. To compile statistics from the Citizen's Advice Bureaux.
4. To be responsible for the on-line computer network system.
5. To assist the Citizen's Advice Bureau Co-ordinator in the formulation of policies and programmes for implementation.

6. To be responsible for continuous training and induction courses of Citizen's Advice Bureau Organisers.
7. To assist the Citizen's Advice Bureau Co-ordinator in motivating the workforce for improved efficiency and effectiveness of the Citizen's Advice Bureaux services.
8. To liaise with Non-Governmental Organisations, other Agencies and Parliamentary Private Secretaries in order to monitor and evaluate the needs of the population at grass root level.
9. To assist in the organisation of social activities and official functions at regional level.
10. To use ICT in the performance of his duties.
11. 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 Assistant Citizen's Advice Bureau Co-ordinators in the roles ascribed to them.

Note

Assistant Citizen's Advice Bureau Co-ordinators may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

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 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. 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, Ministry of National Infrastructure and Community Development (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 <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.**

V. 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 Monday 11 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 21 September 2021

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