

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 74 of 2021

Vacancies for Post of Regional Development Officer **Ministry of National Infrastructure and Community Development** **(National Development Unit)**

Applications are invited from qualified officers who wish to be considered for appointment as Regional Development Officer in the Ministry of National Infrastructure and Community Development (National Development Unit).

II. QUALIFICATIONS

- A. By selection from among officers of the Citizen's Advice Bureau Cadre 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 claimed.
2. **The onus for the submission of experience 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 experienced claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. To be responsible to the Senior Regional Development Officer for the performance of the following duties –
 - (i) to guide, supervise and co-ordinate the work of subordinate officers;
 - (ii) to survey the area assigned to him and to prepare and update village and urban profiles;
 - (iii) to prepare development plans for specific areas according to approved specifications;

- (iv) to co-ordinate the activities of Government and non-Government agencies for an integrated national development programme;
 - (v) to help identify suitable self-help projects, prepare and submit plans and assist the community in the implementation of these projects;
 - (vi) to promote co-operative projects in the country and assist in their implementation;
 - (vii) to liaise with appropriate Ministries in order to secure technical and/or material assistance for the benefit of the population;
 - (viii) to foster and encourage community activities based on voluntary participation;
 - (ix) to assist the technical and professional services to make their programmes known, understood and implemented;
 - (x) to work in close collaboration with the Village Councils, District Councils and Municipal Councils;
 - (xi) to monitor the implementation of National Development Projects; and
 - (xii) 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 weekends and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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 Tuesday 25 January 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 05 January 2022

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