

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 43 OF 2021

Vacancies for Post of Assistant Permanent Secretary
Prime Minister's Office

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Permanent Secretary in the Administrative Cadre of the Prime Minister's Office.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

For Limited Competition

1. By selection from among officers who hold appointment in a substantive capacity in any of the following grades/cadres:-
 - (a) Executive Officer and Higher Executive Officer;
 - (b) Office Management Assistant (*formerly Senior Officer*) and Office Management Executive;
 - (c) Human Resource Management Cadre;
 - (d) Financial Operations Cadre; and
 - (e) Procurement and Supply Cadre.

2. Candidates should-
 - (a) have a good command of English;
 - (b) have good interpersonal and communication skills;
 - (c) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;
 - (d) have potential and ability to command and lead others, to promote team work and exercise authority;
 - (e) have a high degree of maturity in evaluating and analysing matters of public concern; and
 - (f) be versatile and have the ability to adapt to different work situations.

Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

Note

1. Eligible candidates will be informed in due course of the date and venue of the examination.
2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

III. ROLE AND RESPONSIBILITIES

To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.

IV. DUTIES AND SALARY

1. To assist in the formulation of policies and the preparation of legislations to give effect to it.
2. To assist in the administration of the various Acts and Regulations falling under the aegis of the Ministry.
3. To be responsible under the supervision of a Deputy Permanent Secretary for one or several areas of activities falling within the ambit of the Ministry.
4. To give support to Ministers in their parliamentary and ministerial duties by providing materials for use in debates, conferences and meetings.
5. To represent the Ministry in negotiation with other governments, other departments, outside interests and members of the public.
6. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
7. To ensure that Government obtains value for money in all its operations.
8. To use ICT in the performance of his duties.

9. 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 Assistant Permanent Secretary in the roles ascribed to him.

Selected candidates will be appointed in a temporary capacity and will draw a flat salary of Rs 26,300 a month plus salary compensation at the approved rate. They will, subject to satisfactory service, be offered appointment in a substantive capacity as and when vacancies occur.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

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 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. Application Forms should be submitted **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 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 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.**

VI. 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 Thursday 07 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 17 September 2021

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