

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 20 OF 2022

Vacancies for Post of Administrative Officer Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Administrative Officer in the Rodrigues Regional Assembly (Central Administration).

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 AND EXAMINATION ARRANGEMENTS

For Open Competition

1. Candidates should:-

- (i) possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) be computer literate.

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 Rodrigues to sit for the examination.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of 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 knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. 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 under the supervision of the Island Chief Executive/ Departmental Head for one or several areas of activities falling within the ambit of the Commission.

V. DUTIES AND SALARY

1. To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.
2. To assist in the formulation of policies and the preparation of legislations to give effect to it.
3. To assist in the administration of the various Acts and Regulations falling under the aegis of the Commission.
4. To give support to Commissioners in their parliamentary duties by providing materials for use in debates, conferences and meetings.
5. To represent the Rodrigues Regional Assembly/Commission 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 Administrative Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 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.

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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Thursday 28 April 2022**. Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 08 April 2022

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.