

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 30 OF 2022

Vacancy for Post of Conference and Social Functions Officer **Prime Minister's Office**

Applications are invited from qualified serving officers who wish to be considered for appointment as Conference and Social Functions Officer in the Prime Minister's Office.

II. QUALIFICATIONS

- A. By selection from among serving officers who reckon at least five years' service in a substantive capacity in their respective grade and possess a degree in Administration or Management or Events Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) have a good knowledge of conference work and organisation of social and related functions;
 - (ii) possess good interpersonal and communication skills and be customer focused;
 - (iii) possess the ability to organise and manage events;
 - (iv) be versatile and adaptable to different work situations and conditions;
 - (v) have a high sense of responsibility and maturity; and
 - (vi) possess the ability to meet tight deadlines.

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. ROLE AND RESPONSIBILITIES

To provide support to the Conference and Social Functions Manager for the effective and efficient conduct of national and international conferences, social functions and events of the Prime Minister's Office and other Ministries/Departments.

IV. DUTIES AND SALARY

1. To deputise for the Conference and Social Functions Manager.
2. To assist the Conference and Social Functions Manager in the organisation of national and international conferences, social events and other events and activities falling under the responsibility of the Prime Minister's Office.
3. To provide administrative support to the Conference and Social Functions Manager in the discharge of his duties.
4. To liaise with Ministries/Departments and other stakeholders in relation to events attended by the Prime Minister.
5. To carry out site visits prior to the holding of events/functions.
6. To provide administrative and logistic support with regard to state visits and other visits from eminent personalities.
7. To attend meetings, as and when required.
8. To assist the Conference and Social Functions Manager in carrying out researches and retrieving reference documents for senior level meetings.
9. To use ICT in the performance of his duties.
10. 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 Conference and Social Functions Officer in the roles ascribed to him.

Note

The Conference and Social Functions Officer will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and often under pressure and in stressful situations.

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.

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 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.**

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 Wednesday 08 June 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 May 2022

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