

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 100 OF 2022**

#### **Vacancies for Post of Departmental Head Rodrigues Regional Assembly (Central Administration)**

Applications are invited from qualified candidates who wish to be considered for employment as Departmental Head on a **contractual basis** in the Rodrigues Regional Assembly (Central Administration) for an initial period of two years, which may be renewed thereafter.

#### **II. AGE LIMIT**

Candidates should not have reached their **65<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

1. Candidates should possess –

- A.** a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
- B.** a degree from a recognised institution.

OR

Equivalent qualifications to **A** and **B** above acceptable to the Public Service Commission; and

- C.** at least five years’ experience at middle management level.

2. Candidates should –

- (i) have strategic and operation leadership qualities;
- (ii) be able to command multi-disciplinary teams and exercise authority;
- (iii) have the ability to work under extremely demanding conditions;
- (iv) be forward looking and innovative with personal credibility and integrity;
- (v) have excellent communication and interpersonal skills; and
- (vi) be computer literate.

**Note**

Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above. However, candidates who, as at 30 June 2003, did not possess the qualification at **1.A** above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and
- (b) a Master’s Degree or a postgraduate diploma from a recognised institution.

**OR**

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at **1.B** above and at (b) under ‘Note’.

**NOTE**

1. Selected candidates will be employed on contractual terms or on an assignment basis for an initial period of two years.  
  
On completion of a five-year period and subject to their performance and the continued relevance of competence, consideration will be given to their appointment as Departmental Head in a substantive capacity.
2. Candidates should produce written evidence of experience/knowledge claimed.
3. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. 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 for the administration and management of the Commission/ Department/s under his supervision.

#### **V. DUTIES**

1. To ensure the most economical and effective use of human and financial resources of the Commission/Department/s under his supervision.
2. To translate the policy goals into operational objectives and programmes for implementation.
3. To be responsible for the planning, preparation and execution of development projects.
4. To give advice and support to the Commissioners on current Government business.
5. To be responsible for the drafting of legislations and policy papers.
6. To initiate and implement programmes aimed at enhancing the organisational efficiency and effectiveness of the Commission/ Department/s under his supervision.
7. To use ICT in the performance of his duties.
8. 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 Departmental Head in the roles ascribed to him.

#### **VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT**

Selected candidates will be offered **either assignment of duties** against the vacancies, if he/she is a serving officer **or contract employment**, if he/she is not in the Public Service.

The terms and conditions are as follows:-

##### **A. Assignment of duties**

A public officer on permanent establishment assigned the duties of Departmental Head will be eligible for an allowance representing the difference between the flat salary of the post (Rs 110,125) and the salary drawn by the incumbent in his/her substantive post. The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.

**B. Contract Employment**

1. **Salary:** A flat salary of Rs 110,125 a month.
2. **Travelling Allowance:** In accordance with regulations in force.
3. **Passage Benefits:** At the rate of 5% of the annual salary. No passage benefits will be earned during the 21 days' annual leave whether taken or cashed.
4. **Leave:**
  - (a) **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.
  - (b) **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of each year of contract or may be accumulated.
  - (c) The Annual leave of 21 working days may be taken on and off to cater for brief absences.
5. **Gratuity:** A gratuity at the rate of two months' salary on completion of twelve months' satisfactory service.
6. **Termination of Contract**
  - (i) The Government may at any time determine the employment of the officer by giving one month's notice in writing or by paying one month's salary.
  - (ii) The officer may resign from his/her employment by giving one month's notice in writing or by paying one month's salary to the Government.
  - (iii) Should the officer, in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.

**C. If selected candidate is not permanently domiciled in Rodrigues**

1. **Accommodation**

A furnished quarters with basic heavy furniture or a rent allowance of Rs 8,000 and Rs 12,000 a month for single and married officers respectively.

2. **Transport of personal effects and motor vehicle**

- (a) Free transport by sea of personal effects to the extent of six cubic metres; and
- (b) Free transport by sea of motor vehicle provided the total volume of (a) and (b) does not exceed 12 cubic metres.

3. **Passages**

One free passage to Rodrigues for self, spouse and up to three children under the age of twenty-one on assumption of duty and from Rodrigues on the expiry of final contract.

**VII. FRINGE BENEFITS**

The Departmental Head is also entitled to the following benefits:-

- (a) a self-driven government official car within the prescribed ceiling value for official use as well as for private purposes, together with the payment of a monthly fuel allowance as per regulations in force; or  
payment of a monthly car allowance of Rs 28,000 in lieu of the official car together with a monthly fuel allowance and 100 % duty exemption for the purchase of a car up to 1850 c.c.
- (b) **Loan Facilities**
  - (i) Loan facilities up to the corresponding ceiling value reimbursable, in 60 monthly installments for the first purchase of a duty exempted car at 3% interest rate per annum. When applying for a loan, the officer should produce a bank guarantee to cover the full amount of the loan; and
  - (ii) where the officer has taken advantage of loan facilities from the Accountant-General Department and/or benefitted from duty exemption, he should reimburse the outstanding loan and proportionate duty, if any, within a month as from the date the contract comes to expiry or is terminated.
- (c) a monthly allowance of Rs 800 for internet facilities.

**VIII. 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. Candidates already in the service **should** submit their application **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 advertisement 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.**

#### **IX. 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 16 February 2023**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 27 January 2023**

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