MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 34 OF 2023

Vacancy for Post of Secretary, Ombudsperson for Financial Services
Office of the Ombudsperson for Financial Services

Applications are invited from qualified candidates who wish to be considered for appointment as Secretary, Ombudsperson for Financial Services in the Office of the Ombudsperson for Financial Services.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

A. (i) have a Membership of the Chartered Governance Institute UK & Ireland [formerly Institute of Chartered Secretaries and Administrators (ICSA)]

or

(ii) possess a degree in Law or Business Administration or Finance or Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. (i) be well conversant with Government Machinery, human resource, financial as well as procurement procedures and practices and other regulations and legislation in force;

(ii) have good leadership, analytical and organising skills;

(iii) have good interpersonal and communication skills;

(iv) be familiar with modern trends and techniques in management;

(v) be proactive and have a high sense of integrity and professionalism; and

(vi) be computer literate.
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. Candidates may be required to take part in a written examination.

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 provide administrative support to the Office of the Ombudsperson for Financial Services with a view to positively contributing towards the achievement of the goals and objectives of the Office of the Ombudsperson for Financial Services.

V. DUTIES AND SALARY

1. To assist the Ombudsperson for Financial Services in the day-to-day management of the Office.

2. To assist in the formulation of policies in line with the strategic direction of the Office of the Ombudsperson for Financial Services.

3. To supervise and oversee services in Administration, Registry, Human Resource, Finance, Procurement and Supply and any other section of the Office of the Ombudsperson for Financial Services.

4. To ensure the judicious use of resources and assets of the Office of the Ombudsperson for Financial Services.

5. To arrange for meetings and keep notes of meetings.

6. To provide training to staff.

7. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness.
8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.

9. To be responsible for the preparation of budget proposals, human resource proposals, procurement plan, Annual Reports, Research Papers, website materials, bulletins and other publications.

10. To use ICT in the performance of his duties.

11. 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 Secretary, Ombudsperson for Financial Services in the roles ascribed to him.

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.

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. Candidates already in the service should submit their Application Form 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.
VII. 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 03 May 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 April 2023

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