

DISCIPLINED FORCES SERVICE COMMISSION

CIRCULAR NOTE NO. 2 OF 2023

Vacancies for the Post of Divisional Fire Officer
Mauritius Fire and Rescue Service

Applications are invited from qualified serving officers of the Mauritius Fire and Rescue Service who wish to be considered for appointment as Divisional Fire Officer in the Department.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Station Fire Officer who are graduates of the Institute of Fire Engineers and who -

- (i) reckon at least three years' service in a substantive capacity in the grade;
- (ii) possess effective leadership and organising skills;
- (iii) have the ability to command and exercise authority;
- (iv) are familiar with modern trends and techniques in management;
- (v) possess effective problem-solving skills;
- (vi) possess good analytical skills;
- (vii) have the ability to work in a multi-disciplinary team and promote teamwork;
- (viii) are proactive and versatile and adaptable to different work situations and conditions; and
- (ix) possess good interpersonal and communication skills.

III. ROLE AND RESPONSIBILITIES

To be responsible for the efficient organisation, administration and management of Divisions/Sections/Units of the Mauritius Fire and Rescue Service.

IV. DUTIES AND SALARY

1. To lead and manage operational incidents, as incident commander or in other incidents, as and when required.
2. To carry out risk assessment, develop, monitor and review technical fire emergency strategies to reduce the risk of fire and any other emergencies.

3. To collect, validate and analyse information from a range of internal and external sources to ensure timely and prompt decision making.
4. To represent the Mauritius Fire and Rescue Service at the National Disaster Risk Reduction and Management Centre, as and when required.
5. To carry out inspections related to the Service.
6. To monitor projects relevant to his functional area until completion.
7. To perform administrative duties including verifying record books and ledgers.
8. To foster a harmonious, safe and healthy working environment and effective working relationship.
9. To assist in the preparation of Fire Service Order and other legal requirement related to the Service.
10. To plan and organise activities related to fire prevention and safety and other emergencies.
11. To examine and recommend plans of buildings and inflammable substances installations, fire safety and emergency management plans.
12. To issue improvement notices and fire certificates.
13. To deliver lectures on fire prevention and safety and on emergency preparedness for the community.
14. To collect, analyse and disseminate relevant and up-to-date information and statistics on fire prevention and safety and on statutory/private hydrants and open water sources.
15. To liaise with the appropriate bodies for the installation, repairs and maintenance of hydrants and to ensure adequate provision of water supplies at all times.
16. To be responsible for the training of officers in each Division and to prepare training courses, conduct and supervise training.
17. To assess the training and development needs of officers and develop officers in line with their personal development plans to ensure that they are equipped with the necessary knowledge, skills and abilities to fulfil their roles.
18. To carry out investigation and prosecution duties.
19. To use ICT in the performance of his duties.
20. 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 Divisional Fire Officer in the roles ascribed to him.

Note

1. Divisional Fire Officers may be required to work outside normal working hours, at night, including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.
2. Divisional Fire Officers are liable to be called upon to service any Fire Station/Section/Unit within the Republic of Mauritius.
3. Divisional Fire Officers may be required to drive Service Vehicles, as and when required.
4. Divisional Fire Officers will be required to attend such theoretical and practical training courses in all aspects of the work of a Divisional Fire Officer, as may be approved and arranged by the Mauritius Fire and Rescue and Service.

The permanent and pensionable post carries salary in the scale Rs 30,700 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 – 50,900 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission and Disciplined Forces Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How To Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Chief Fire Officer.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission and Disciplined Forces Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Wednesday 19 July 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 29 June 2023

Disciplined Forces Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.