

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 81 OF 2023**

### **Vacancies for Post of Electoral Officer** **Office of the Electoral Commissioner**

Applications are invited from qualified officers who wish to be considered for appointment as Electoral Officer in the Office of the Electoral Commissioner.

#### **II. QUALIFICATIONS**

- A. By selection from among serving officers drawing salary in a scale the minimum of which is not less than Rs 23,025 monthly in their substantive appointment and who –
- (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
  - (ii) reckon at least 10 years' service in a substantive capacity.
- B. Candidates should –
- (i) have a sound knowledge of the election process in Mauritius;
  - (ii) have practical experience in election duties;
  - (iii) be highly committed, proactive and resourceful;
  - (iv) possess interpersonal, communication and organisational skills;
  - (v) possess supervisory and leadership skills; and
  - (vi) possess good analytical and problem solving skills.

#### **NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **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.**

### **III. DUTIES AND SALARY**

1. To be responsible to the Senior Electoral Officer in the performance of the following duties –
  - (i) registration of electors;
  - (ii) compilation of registers of electors; and
  - (iii) organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act.
2. To act as Registration Officer for one or more constituencies at a time.
3. To provide training to subordinate staff.
4. To use ICT in the performance of his duties.
5. 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 Electoral Officer in the roles ascribed to him.

#### **Note**

Electoral Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in 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 – 54,200 a month.

### **IV. 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. Applications 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.**

**V. 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 18 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 28 September 2023**

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