

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 136 OF 2023**

**Vacancy for Post of Head, Finance**  
**Rodrigues Regional Assembly (Central Administration)**

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Head, Finance in the Rodrigues Regional Assembly (Central Administration).

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

1. Candidates should:

- A.** possess a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Accounting obtained on one certificate or passes in at least two subjects including Accounting at the General Certificate of Education “Advanced Level” obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission.
- B.** possess a degree in Economics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- C.** have at least 10 years’ post-qualification experience in economic/financial analysis.

2. Candidates should:

- (i) be fully conversant with the economic, fiscal, financial and monetary policies of the Rodrigues Regional Assembly and must have at least three years’ experience in the preparation of the Government Budget including the formulation of budgetary policies and the determination of budgetary targets;
- (ii) be innovative, have good leadership and communication skills and be able to interact effectively with multidisciplinary teams;
- (iii) have sound administrative and managerial abilities; and
- (iv) have a high sense of responsibility and integrity.

**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 or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at **1.B** above or an equivalent qualification 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. Candidates should produce written evidence of experience claimed.
- 2. **The onus for the submission of written evidence of experience 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 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. DUTIES AND SALARY**

- 1. To be responsible to the Chief Commissioner for the control and management of activities relating to Finance including the formulation of broad financial policy matters and legislations and the introduction of control systems for adequate coverage and monitoring of the financial activities of the Rodrigues Regional Assembly.

2. To be responsible to the Chief Commissioner for matters relating to the preparation of the annual budget including the formulation of budgetary policies and determination of budgetary targets, the examination of revenue options and revenue estimates.
3. To examine expenditure and revenue proposals of Commissions/Divisions and to chair the Estimates Committee.
4. To devise medium term budgetary strategy.
5. To draft relevant sections of the Budget Speech.
6. To monitor implementation of policy and other measures announced in the Budget Speech.
7. To advise on budgetary issues, including applications from Commissions for additional funds.
8. To be responsible for sound accounting/financial systems through the constant review and improvement of the accounting and reporting systems and procedures in Commissions/Divisions.
9. To be responsible for the proper keeping of the accounts of the Rodrigues Regional Assembly and the preparation and submission of the annual statutory financial statements to the Director of Audit.
10. To examine emerging financial services issues and alternative strategies/options for its development in Rodrigues and make recommendations thereon.
11. To assist in the formulation and scrutiny of contracts and participate in the costing and pricing of projects.
12. To prepare periodical reports on economic development and emerging prospects for the Chief Commissioner.
13. To build up appropriate databases in relation to economic intelligence and forecasting work.
14. To advise on and ensure achievement of targets and return on investment through:
  - (a) optimum use of resources;
  - (b) efficient and effective use of services of Consultants and Advisers;
  - (c) the fostering of business relationship with stakeholders; and
  - (d) the establishment of close working relations with local and overseas organisations/institutions with a view to promoting the Rodrigues Regional Assembly.

15. To liaise with the Ministry of Finance, Economic Planning and Development for bringing improvements in financial operations in Commissions/Divisions.
16. To carry out investigations into irregularities, losses, thefts and other unsatisfactory features and make appropriate recommendations.
17. To prepare papers on taxation and revenue for budget purposes and review revenue forecasting techniques.
18. To review and update the financial rules and regulations in collaboration with the Director, Financial Operations, Director (Procurement and Supply) and the Office of the Public Sector Governance.
19. To advise on the training needs for officers of the Finance Cadre.
20. To deal with audit queries.
21. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 77,950 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 91,375 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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Tuesday 31 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

**Date: 11 October 2023**

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
**MAURITIUS.**