

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 73 OF 2023

Vacancy for Post of Deputy Financial Secretary **Ministry of Finance, Economic Planning and Development**

Applications are invited from qualified officers of the Ministry of Finance, Economic Planning and Development who wish to be considered for appointment as Deputy Financial Secretary in the Ministry.

II. QUALIFICATIONS

- A. By selection from among officers in the grades of Director, Economic and Finance and Director, Economic Research and Planning who reckon at least five years' service in a substantive capacity in their respective grade.
- B. Candidates should –
- (i) be fully conversant with the economic, financial, fiscal, monetary, social and human resource policies of Government;
 - (ii) have a track record of solid achievement of clearly identifiable outputs;
 - (iii) have a thorough understanding of topical issues in the field of finance, financial markets, domestic, regional and international economy;
 - (iv) be a strategic leader with exceptional analytical and interpersonal skills; and
 - (v) have the ability to interact effectively with national and international stakeholders.

III. ROLE AND RESPONSIBILITIES

To assist the Financial Secretary in the achievement of the strategic goals and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To assist the Financial Secretary in the overall leadership of the Ministry and in building and sustaining a high performing result-focused organisation.
2. To deputise for the Financial Secretary in his absence.
3. To be responsible to the Financial Secretary for economic, budgetary and management matters of the Ministry.

4. To lead the preparation of the strategic and operational plan for the Ministry and coordinate the submission of performance reporting information.
5. To advise the Minister on economic, financial, fiscal, social and management policies.
6. To plan, manage and monitor the continued development and improvement of the public financial management functions including ensuring that all recommendations from evaluations such as Public Expenditure and Financial Accountability (PEFA) are implemented.
7. To ensure that all public financial management related internal audit and external audit recommendations are received and followed-up.
8. To be responsible for the implementation of policies and budgetary measures.
9. To prepare papers on key development issues, for example, the impact of demographic trends, of climate change, and of global trends, among others, on the economy and offering policy solutions.
10. To prepare macroeconomic framework for the preparation of the annual national budget.
11. To plan, organise, supervise, coordinate and monitor the work of Directorates/Departments within the Ministry.
12. To use ICT in the performance of his duties.
13. 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 Deputy Financial Secretary in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 150,750 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Financial Secretary, Ministry of Finance, Economic Planning and Development.
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.**

VI. 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 Tuesday 03 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 September 2023

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