

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 42 OF 2024

Vacancies for Post of Deputy Director **Pay Research Bureau**

Applications are invited from qualified officers of the Pay Research Bureau who wish to be considered for appointment as Deputy Director in the Pay Research Bureau.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Job Analyst who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess a Master's Degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have good conceptual and analytical skills; and
- (iii) possess excellent communication, interpersonal, leadership and managerial skills.

NOTE

The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist the Director in the formulation of policies and strategies in line with the goals and objectives of the Pay Research Bureau.

IV. DUTIES AND SALARY

1. To be responsible to the Director for carrying out such functions as are delegated and to assist him in-
 - (a) the maintenance and promotion of the good order and the efficient administration and management of the Bureau including collaboration with relevant organisations and the management of all resources (human, financial and technical);
 - (b) the achievement of the Bureau's main programme - Public Sector Compensation and HRM Policy and Strategy; and

- (c) carrying out assignments in organisations in connection with the determination of pay and grading structures and conditions of service.
2. To use ICT in the performance of his duties.
3. 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 Director in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 119,500 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** via the website of the Public 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 Director, Pay Research Bureau.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public 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 Tuesday 20 August 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 07 August 2024

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