

Vacancy for Post of Administrative Manager, National Land Transport Authority
National Land Transport Authority
Ministry of Land Transport and Light Rail

Applications are invited from qualified officers who wish to be considered for appointment as Administrative Manager, National Land Transport Authority in the National Land Transport Authority of the Ministry of Land Transport and Light Rail.

II. QUALIFICATIONS

- A. By selection from among serving officers who hold a substantive appointment in their respective grade and who possess a degree in Public Administration and Management or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience in administrative duties;
 - (ii) have good organising and administrative abilities;
 - (iii) possess good interpersonal and communication skills;
 - (iv) be able to lead and motivate a team of officers; and
 - (v) possess good analytical skills and are able to adopt a multidisciplinary approach to problem-solving.

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.**

III. ROLE AND RESPONSIBILITIES

To provide administrative support and coordinate matters relating to proper functioning of the Authority.

IV. DUTIES AND SALARY

1. To be responsible to the Road Transport Commissioner for the performance of the following duties –
 - (i) the day-to-day administrative duties and smooth running of the administration, registration, licensing and registry sections of the Authority;

- (ii) to assist in the formulation of policies and framing of legislation relating to registration and licensing of vehicles;
 - (iii) to liaise with the State Law Office with regard to legal notices or applications for writs served on the Authority;
 - (iv) to swear affidavits, if any, on behalf of the Road Transport Commissioner;
 - (v) to tender advice on administrative matters;
 - (vi) to promote programs aiming at enhancing organisational efficiency and effectiveness;
 - (vii) to assist in the preparation of the budget estimates of the Authority;
 - (viii) to liaise with other Ministries and Departments on matters related to the Authority; and
 - (ix) to monitor all issues related to Safety and Health at the work premises.
2. To attend and participate in the internal management committee of the Authority.
 3. To attend Court/Tribunal, as and when required.
 4. To deal with audit queries.
 5. To use ICT in the performance of his duties.
 6. 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 Administrative Manager, National Land Transport Authority in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,875 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 x 1,700 – 62,700 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 their respective Responsible Officer/Supervising 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 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 25 September 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 05 September 2024

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