

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 52 OF 2024

Vacancy for Post of Office Management Executive Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Office Management Executive in the Rodrigues Regional Assembly (Central Administration).

II. QUALIFICATIONS

- A. By selection from among officers in the grades of –
- (i) Senior Executive Officer (Rodrigues) and Higher Executive Officer (Rodrigues) who reckon at least 15 years' service in a substantive capacity in the Executive Cadre; and
 - (ii) Office Management Assistant who reckon at least 15 years' service in a substantive capacity in the grade or an aggregate of at least 15 years' service in the grade of Office Management Assistant and the former grades of General Services Executive (RRA) and/or Executive Officer (Rodrigues).
- B. Candidates should –
- (i) have a thorough knowledge of the Government machinery, processes and functions;
 - (ii) possess good interpersonal, communication and leadership skills;
 - (iii) have the ability to adapt to different work situations;
 - (iv) be resourceful, proactive, prompt and be able to take initiative in problem solving;
 - (v) be able to meet tight deadlines; and
 - (vi) have a high sense of responsibility, trustworthiness and sound judgement.

III. DUTIES AND SALARY

1. To be responsible to the Island Chief Executive/Departmental Head or to an officer designated by him for the performance of the following duties –
 - (i) to manage office operations;
 - (ii) to engage in or supervise the execution of a wide range of tasks/jobs to ensure the smooth running of a Commission/ Department;

- (iii) to supervise, guide and train staff under his responsibility;
 - (iv) to oversee the judicious use, care and maintenance of all physical assets, equipment, space and materials;
 - (v) to coordinate building safety checks and ergonomics training for employees;
 - (vi) to keep and regularly update the Register of Assets of the Rodrigues Regional Assembly and inventory control;
 - (vii) to monitor the use of Government vehicles and to organise transport for official purposes;
 - (viii) to monitor works undertaken by contractors and to follow up on Lease/Contract Agreements in respect of office accommodation and equipment;
 - (ix) to organise official functions and welfare activities, as and when required; and
 - (x) to act as secretary to committees and represent the Commission/Department in committees, as and when required.
2. To perform, in accordance with established rules and regulations or an established code of administrative practice, duties requiring –
- (a) an adequate knowledge of specialised functions (including human resource and procurement and supply) and the application of a significant measure of judgment and initiative;
 - (b) a good understanding of policies and the conduct of business of a Commission/Department; and
 - (c) ability to effectively serve the policy-making process, and in particular, interpret policy directives and implement them with a measure of final responsibility.
3. To ensure –
- (a) maintenance and repairs of IT equipment and the provision of IT facilities;
 - (b) proper cleanliness and sanitation and maintain a conducive physical environment inside offices as well as in common places in accordance with health and safety norms; and
 - (c) the proper keeping of Attendance Register(s) or any other Attendance Recording System.
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 Office Management Executive in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,050 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.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 29,050 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. 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>**
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.**

V. 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 Wednesday 23 October 2024.** 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.

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

Date: 03 October 2024