

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 74 OF 2025

Vacancies for Post of Co-ordinator, Security Matters **Prime Minister's Office**

Applications are invited from qualified officers who wish to be considered for appointment as Co-ordinator, Security Matters in the Prime Minister's Office.

II. QUALIFICATIONS

- A. By selection from among serving officers drawing a basic salary of not less than Rs 24,475 a month in their substantive appointment and who –
- (i) reckon at least five years' service in a substantive capacity; and
 - (ii) possess a degree in Police Studies or Law or Law and Management or Legal Studies from a recognised institution or an equivalent qualification acceptable to Public Service Commission.
- B. Candidates should –
- (a) have a keen interest and vision for security work;
 - (b) possess strong leadership skills; and
 - (c) be able to plan, organise and monitor Committee work.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, by the closing date.

III. DUTIES AND SALARY

To perform, under the supervision of the Secretary for Home Affairs, the following duties –

1. To assist the Principal Co-ordinator, Security Matters in the performance of his duties both in office and on the field, in particular in the formulation and implementation of an overall national security plan for the country.

2. To ensure compliance of Prime Minister's Office's instructions given to all heads of critical infrastructures, such as the Airport, Harbour, Mauritius Broadcasting Corporation and Prisons.
3. To be responsible for site visits in connection with events organised by the Prime Minister's Office and to ensure implementation of instructions related thereto.
4. To carry out inspections of any new building/project of Government where security aspect is required.
5. To carry out site visits to places to be visited by Heads of States, Heads of Government during their visit to Mauritius and ensure that security in place is in conformity with the provisions laid down in the Prime Minister's Office guidelines.
6. To be the Secretary of –
 - (i) National Security Committee;
 - (ii) National Aviation Security Committee;
 - (iii) National Maritime and Harbour Security Committee;
 - (iv) Mauritius Broadcasting Corporation Security Committee;
 - (v) Ministerial Security Officers Committee; and
 - (vi) any other Committee that may be assigned by the Secretary for Home Affairs.
7. To co-ordinate the activities of the Ministerial Security Officers and assist them as required.
8. To execute instructions from the National Security Adviser and the Secretary for Home Affairs on matters relating to security.
9. To arrange for security during international conferences held in Mauritius including issuance of accreditation pass and provision of access control.
10. To use ICT in the performance of his duties.
11. 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 Co-ordinator, Security Matters in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 33,175 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 – 64,400 x 1,800 – 69,800 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 and Administrative 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. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
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.**

V. **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 Thursday 23 October 2025**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 03 October 2025

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