GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Civil Service and Administrative Reforms
Post: Co-ordinator
Salary: Rs 30,000 x 1,250 – 45,000 (02 59 71)
Effective Date: 16 August 2012

Qualifications:
A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
B. A degree from a recognised institution.
C. A Master’s Degree from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

D. Candidates should –
   (i) reckon at least five years’ experience in the delivery of training;
   (ii) possess good organising, administrative and managerial skills;
   (iii) possess excellent communication and interpersonal skills; and
   (iv) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above and qualification at B above should have been obtained prior to qualification at C above. However, candidates who, as at 30 June 2008, did not possess the qualification at A above but who possess the qualifications at B and C above, will also be considered provided they hold –

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two
subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

(b) a PhD or a second Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B and C above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To ensure the efficient and effective co-ordination, implementation and monitoring of training policies and programmes of the Civil Service College.

Duties:

1. To be responsible for –

(i) the design, development and management of training programmes and materials;

(ii) the management of the training budget;

(iii) conducting training needs assessment regularly;

(iv) the evaluation of training programmes;

(v) the implementation of the training of trainers;

(vi) providing administrative support in training activities;

(vii) co-ordinating logistics for training classes;

(viii) co-ordinating trainers with regard to training courses/programmes;

(ix) marketing the available training opportunities to employers/employees;

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 16 Aug 2012
(x) maintaining training records and materials;
(xi) designing a Training Information System;
(xii) the management of training facilities including all equipment logistics; and
(xiii) establishing a sound communication network.

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 Co-ordinator in the roles ascribed to him.