GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms
Post: Director, Civil Service College
Salary: Rs 70,000 (02 00 86)
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 in Public Administration and/or Management or a related field 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 10 years’ post-qualification experience at senior management level;
   (ii) reckon international exposure in the field of human resource development;
   (iii) have the ability to provide strategic and visionary advice on human resource development;
   (iv) have good analytical skills and be able to adopt a multidisciplinary approach to decision-making;
   (v) possess excellent leadership and organising skills and a high sense of responsibility and integrity;
   (vi) be resourceful and have the ability to provide clear direction in improving skills and competencies in the public service;

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(vii) possess good communication and interpersonal skills to effectively develop relationships and interact with a diverse array of stakeholders in the training and development area; and

(viii) 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 be responsible to the Head of the Ministry for the efficient and effective management of the Civil Service College.

**Duties:**

1. To be responsible for –

   (i) the day-to-day administration and overall management of the Civil Service College;

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(ii) the strategic development and the achievement of the overall objectives of the College;

(iii) the promotion of institutional capacity to enhance lifelong learning, ICT training, e-learning and multi-skilling;

(iv) the curriculum development and dispensing of courses;

(v) planning, determination and allocation of resources;

(vi) developing strategic partnership between the College and other academic institutions and Public Sector organisations, both locally and abroad, in furthering the mission of the College; and

(vii) the management of resources under his control for the efficient and effective operations of the College.

2. To assist the Ministry in the formulation of policies and strategies relating to human resource development.

3. To work in close collaboration with the Ministry and other organisations to achieve the goals set.

4. To ensure that training policies of the College are in alignment with Government's vision to make of the Public Service a professional service committed to excellence.

5. To design, organise and deliver demand-driven training programmes for the public sector.

6. To equip public officers with the appropriate knowledge, skills, competencies and technological know-how to empower them to respond to the changing demands and expectations of the nation.

7. To devise a post-training evaluation to ensure that learning is effectively taking place.

8. To carry out research pertaining to the development of the public sector.

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9. To provide consultancy and professional services.

10. To be responsible for the implementation of the Performance Management System within the College.

11. To prepare budget for training programmes and monitor expenditure in line with the Programme Based Budgeting.

12. To be responsible for the promotion of an IT culture within the College.

13. To use ICT in the performance of his duties.

14. 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 Director, Civil Service College in the roles ascribed to him.