GOVERNMENT OF MAURITIUS

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

Department: Electoral Commissioner’s Office
Post: Chief Electoral Officer
Salary: Rs 46,250 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 62,000 ( 18 72 82)
Effective Date: 2 April 2009
Qualifications: By promotion of an officer in the grade of Deputy Chief Electoral Officer reckoning at least two years’ service in a substantive capacity in the grade and who:-
(i) possesses sound administrative and organising abilities;
(ii) has good communication and interpersonal skills; and
(iii) has the ability to lead and motivate teams of officers.

Role and Responsibilities: To assume overall responsibility for the fair and impartial administration of elections, the supervision of registration of electors and other important aspects of the electoral system in Mauritius and Rodrigues.

Duties:
1. To be the “immediate assistant” to the Electoral Commissioner in the organisation and supervision of registration of electors and of National Assembly, Local Government and Rodrigues Regional Assembly Elections.
2. To assume overall administrative responsibility during the absence of the Electoral Commissioner.
3. To be responsible to the Electoral Commissioner particularly for:-
   (i) the organisation and administration of the office;
   (ii) budgetary control and supplies management;
   (iii) personnel management;
   (iv) the supervision and co-ordination of the work of the technical staff; and
   (v) the conception and preparation of administrative instructions for the guidance of Registration Officers and Returning Officers.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 02 APR 2009
4. After consultation with the Electoral Commissioner:-

(i) to advise staff, candidates, agents and representatives of political parties and the public in general on electoral matters;

(ii) to liaise with the Electoral Supervisory Commission for the smooth running of registration, elections and other related exercises;

(iii) to assist the Electoral Boundaries Commission and the Ministry of Local Government, Rodrigues and Outer Islands in the delimitation of electoral boundaries; and

(iv) to correspond with foreign electoral authorities and organisations on electoral matters.

5. To perform all IT related 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 Chief Electoral Officer in the role ascribed to him.

Note

The Chief Electoral Officer will be required to work at staggered hours.