GOVERNMENT OF MAURITIUS

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

Department: Electoral Commissioner’s Office

Post: Deputy Chief Electoral Officer

Salary: Rs 42,500 x 1,250 – 50,000 x 1,500 – 51,500 ( 18 69 76 )

Effective Date: 30 April 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Principal Electoral Officer who reckon at least seven years’ service in the cadre inclusive of at least one year’s service in a substantive capacity in the grade and who -

(i) are familiar with the provisions of the Rodrigues Regional Assembly Act and the Rodrigues Regional Assembly Elections Regulations;

(ii) possess administrative and organisational abilities; and

(iii) have good communication and leadership skills.

Role and Responsibilities: Responsible 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 responsible to the Electoral Commissioner particularly for -

(i) the general supervision of registration of electors and of National Assembly, Local Government and Rodrigues Regional Assembly Elections and all duties connected therewith;

(ii) the supervision of office staff; and

(iii) the conception and preparation of administrative instructions for the guidance of Registration Officers and Returning Officers.

2. To assist the Chief Electoral Officer in the discharge of his duties

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 30 APR 2010
3. After consultation with the Electoral Commissioner, to be responsible for the overall supervision of registration of electors, compilation of registers of electors, voter education and elections in Rodrigues.

4. To provide training to junior staff.

5. To use ICT in the performance of his 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 Deputy Chief Electoral Officer in the roles ascribed to him.

Note

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