GOVERNMENT OF MAURITIUS

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

Department: Electoral Commissioner’s Office

Post: Principal Electoral Officer

Salary: Rs 33,750 x 1,250 – 47,500 (18 62 73)

Effective Date: 2 April 2009

Qualifications:

By selection from among officers in the grade of Senior Electoral Officer who reckon at least two years’ service in a substantive capacity in the grade and who:-

(i) are familiar with the provisions of the Constitution of Mauritius and all Acts, Regulations and Orders pertaining to registration of electors, conduct of elections and related matters, and with all related legal rulings as may be given from time to time;

(ii) possess organising and administrative abilities; and

(iii) have good communication and leadership skills.

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 co-ordination of the work of Registration Officers and Returning Officers; and

(iii) the conception and preparation of instructions for the guidance of Registration Officers and Returning Officers and their subordinate staff.

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

3. To perform all IT related duties.

4. 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 Principal Electoral Officers in the roles ascribed to them.

Note

Principal Electoral Officers will be required to work at staggered hours.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

02 APR 2009