GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Deputy Financial Secretary

Salary: Rs 132,000 (01 00 101)

Effective Date: 5 September 2014

Qualifications: A. By selection from among officers in the grade of Director (Economic and
Finance) who reckon at least two years’ service in a substantive capacity in
the grade.

B. Candidates should –

(i) be fully conversant with the economic, financial, fiscal, monetary,
social and human resource policies of Government;

(ii) have a track record of solid achievement of clearly identifiable
outputs;

(iii) have a thorough understanding of topical issues in the field of
finance, financial markets, domestic, regional and international
economy;

(iv) be a strategic leader with exceptional analytical and interpersonal
skills; and

(v) have the ability to interact effectively with national and international
stakeholders.

Role and Responsibilities: To assist the Financial Secretary in the achievement of the strategic goals and
objectives of the Ministry.

Duties:

1. To assist the Financial Secretary in the overall leadership of the Ministry
and in building and sustaining a high performing result-focused
organisation.

2. To deputise for the Financial Secretary in his absence.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date:

5 September 2014
3. To be responsible to the Financial Secretary for economic, budgetary and management matters of the Ministry.

4. To guide on the establishment and maintenance of systems to ensure performance based management.

5. To effectively carry out the mission and strategic goals of the Ministry.

6. To be responsible for the implementation of policies and budgetary measures.

7. To plan, organise, supervise, co-ordinate and monitor the work of Directorates/Departments within the Ministry.

8. To advise the Minister on economic, financial, fiscal, social and management policies.

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

10. 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 Financial Secretary in the roles ascribed to him.