GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister’s Office

Post: Deputy Permanent Secretary

Salary: Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000
(02 086 095)

Effective Date: 07 December 2017

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Permanent Secretary who reckon at least eight years’ service in a substantive capacity in the grade and who –

(i) possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) possess leadership and organising skills;

(iii) are versatile and adaptable to different work situations and conditions;

(iv) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;

(v) are familiar with modern trends and techniques in management; and

(vi) have a high sense of responsibility and maturity.

NOTE

Assistant Permanent Secretaries in post as at 30 June 2003 will also be considered for promotion although they do not possess a degree.

Role and Responsibilities: To provide administrative support to the machinery of government in designing, formulating and implementing government policies.

Duties:

1. To assist the Supervising Officer in the administration and management of any department of Government and to ensure the most economical, efficient and effective use of resources.

2. To assist in the formulation, coordination and implementation of Government policy, goals and objectives.

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for Secretary for Public Service

07 December 2017
Date.................................
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PUBLIC SERVICE COMMISSION REGULATIONS

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3. To assist the Supervising Officer in his role of giving advice and support to Ministers on current government business, including their parliamentary duties.

4. To assist in the drafting and administration of legislation.

5. To work in close collaboration with public officers from a wide range of professional disciplines and to assist them in improving the operational efficiency and accountability of the units under their responsibility.

6. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness of a department of Government.

7. To represent a department of Government on boards and committees, as and when required.

8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.

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 Permanent Secretary in the roles ascribed to him.

CERTIFIED CORRECT

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for Secretary for Public Service

07 December 2017
Date....................................................