

**Tour of Service in Rodrigues**

Applications are invited from Managers, Human Resources and Human Resource Management Officers who wish to be considered for posting on a tour of service in Rodrigues as from 15 October 2012.

**B. DURATION**

The tour of service will be for a period of one year.

**C. EXPERIENCE/APTITUDE/SKILLS**

Candidates should:

- (i) be familiar with the work of the Rodrigues Regional Assembly;
- (ii) have proven administrative and organizing ability;
- (iii) have good interpersonal and communication skills; and
- (iv) be able to adapt to changing work environment.

**NOTE:** Candidates may be called for an interview.

**D. DUTIES**

The selected candidate will be required to:

- (i) attend to all HR matters; and
- (ii) assist the Island Chief Executive in the setting up of an appropriate HR Section at the Rodrigues Regional Assembly.

**E. TERMS AND CONDITIONS**

**(i) Accommodation**

The selected candidate will be provided with rent-free quarters.

**(ii) Disturbance Allowance**

The selected candidate will be paid a monthly disturbance allowance at the rate of 25% of gross salary.

**(iii) Passages**

The selected candidate will be provided with one free passage, to and from Rodrigues, for himself/herself, his/her spouse and up to three dependent children below the age of 21.

**(iv) Transport**

The selected candidate will benefit from:

- (i) free transport by sea of his/her personal effects to the extent of six cubic metres; and
  - (ii) free transport by sea of his/her car/jeep/motorcycle/bicycle;
- provided that the total volume of (i) and (ii) does not exceed 12 cubic metres.

(v) Vacation Leave

The selected candidate will:

- (a) earn vacation leave at the rate of 50% more than what he/she is eligible for in respect of the period of his/her tour of service;
- (b) not be allowed to enjoy vacation leave, save in exceptional cases, subject to the approval of the Island Chief Executive; and
- (c) on his/her return to Mauritius at the end of his/her tour of service, be given priority of consideration to enjoy his/her earned vacation leave.

F. MODE OF APPLICATION

1. Qualified candidates should submit their application on the enclosed application form and send it through their Supervising Officer to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6<sup>th</sup> floor, New Government Centre, Port-Louis.
2. This Circular together with the application form are available on the website of the Ministry of Civil Service and Administrative Reforms at the following address: <http://civilservice.gov.mu>
3. Candidates are requested to fill the application form correctly. **Incomplete, inadequate and inaccurate filling of the application form may entail elimination of the applicant.**

G. CLOSING DATE

Applications should reach the **Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6<sup>th</sup> floor, New Government Centre, Port-Louis, not later than 3.00 p.m. on Wednesday 22 August 2012.**