



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

29 November 2012

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 66 of 2012

E/330/6/03/01

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments
Island Chief Executive

Schemes of Service

Implementation of the Pay Research Bureau Report 2013

Following recommendations made by the Pay Research Bureau (PRB) in its 2013 Report regarding Schemes of Service for various posts, Responsible Officers of Ministries/Departments are requested to ensure that appropriate and immediate action is initiated with regard to the framing of Schemes of Service in respect of new grades and amendments to existing ones.

2. In this connection and with a view to ensuring the correct framing of Schemes of Service, Responsible Officers are advised to take note of the general recommendations made in the PRB Report 2013 relating to Schemes of Service which have been reproduced at **Annex**.

3. Responsible Officers have to ensure that every Scheme of Service reflects the PRB recommendations stating explicitly the right skills mix, knowledge, aptitudes, abilities and qualifications required of the potential job holder and the actual requirements of the job before submission to this Ministry. Further, with a view to facilitating the drafting of Schemes of Service, Responsible Officers are advised that:

- (i) duties in Schemes of Service should be specified to cover the broader aspects of the job, based on same level of skills and competencies, so that any minor change in the schedule of duties would not require an amendment to Schemes of Service;

2/...

- (ii) alternatives to a prescribed qualification should, as far as possible, be of the same level and in the same subjects that are required for the post;
- (iii) qualifications that are of a “subjective” nature especially those that relate to physical traits, for example, a “pleasant personality”, “strong personality” or “show a keen interest”, should not be included in Schemes of Service;
- (iv) with the creation of grades as recommended in the Report, consequential amendments would have to be brought to the Schemes of Service of grades to reflect the required profiles, roles and responsibilities of incumbents;
- (v) desirable clauses in respect of experience and qualifications should not be inserted in Schemes of Service. If there is need for candidates to possess such requirement which is considered essential for the job, same should be inserted as a core qualification requirement;
- (vi) for posts where the physical measurement requirements for male candidates have been specified, provision has also to be made for the inclusion of physical measurement requirements for female candidates in order to avoid gender bias; and
- (vii) the terms “management, middle management and senior management levels” should be avoided, as far as possible, in view of the difficulty to define the different levels of management.

4. Proposed Schemes of Service should be submitted in the usual format, in both soft and hard copies.

5. Responsible Officers are requested to bring the contents of this Circular Letter to the attention of Heads of Parastatal and Other Statutory Bodies and Local Authorities falling under the aegis of their respective Ministries/Departments and to ensure compliance as appropriate thereto.

6. I rely on your usual collaboration and look forward to timely action, as appropriate, at your end.



S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission

SOS/01/2014/0001