

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

- Department:** Office of the Ombudsperson for Financial Services
- Post:** Secretary, Ombudsperson for Financial Services
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (02 058 088)
- Effective Date:** 14 October 2022
- Qualifications:** A. (i) Membership of the Chartered Governance Institute UK & Ireland [formerly Institute of Chartered Secretaries and Administrators (ICSA)]
- or
- (ii) A degree in Law or Business Administration or Finance or Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be well conversant with Government Machinery, human resource, financial as well as procurement procedures and practices and other regulations and legislation in force;
- (ii) have good leadership, analytical and organising skills;
- (iii) have good interpersonal and communication skills;
- (iv) be familiar with modern trends and techniques in management;
- (v) be proactive and have a high sense of integrity and professionalism; and
- (vi) be computer literate.


Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To provide administrative support to the Office of the Ombudsperson for Financial Services with a view to positively contributing towards the achievement of the goals and objectives of the Office of the Ombudsperson for Financial Services.

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CERTIFIED CORRECT


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S. Nundloll
for Secretary for Public Service

14 October 2022
Date.....

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Duties:

1. To assist the Ombudsperson for Financial Services in the day-to-day management of the Office.
2. To assist in the formulation of policies in line with the strategic direction of the Office of the Ombudsperson for Financial Services.
3. To supervise and oversee services in Administration, Registry, Human Resource, Finance, Procurement and Supply and any other section of the Office of the Ombudsperson for Financial Services.
4. To ensure the judicious use of resources and assets of the Office of the Ombudsperson for Financial Services.
5. To arrange for meetings and keep notes of meetings.
6. To provide training to staff.
7. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness.
8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.
9. To be responsible for the preparation of budget proposals, human resource proposals, procurement plan, Annual Reports, Research Papers, website materials, bulletins and other publications.
10. To use ICT in the performance of his duties.
11. 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 Secretary, Ombudsperson for Financial Services in the roles ascribed to him.



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S. Nundloll

for Secretary for Public Service

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