

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

- Department:** Office of the Electoral Commissioner
- Post:** Deputy Chief Electoral Officer
- Salary:** Rs 57,600 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950  
(18 085 096)
- Effective Date:** 01 December 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Electoral Officer who reckon at least seven years' service in the cadre inclusive of at least one year's service in a substantive capacity in the grade and who –
- (i) have a good understanding of the provisions of the Constitution of Mauritius, the Rodrigues Regional Assembly Act and the Rodrigues Regional Assembly Elections Regulations, and all Acts, Regulations and Orders pertaining to the registration of electors, conduct of elections and related matters, and all related legal rulings and advice as may be given from time to time;
  - (ii) possess good leadership and organising skills; and
  - (iii) possess good interpersonal and communication skills.
- Role and Responsibilities:** To be responsible for the fair and impartial administration of elections, the supervision of registration of electors and other important aspects of the electoral system in Mauritius and Rodrigues.
- Duties:**
1. To be responsible to the Electoral Commissioner for the –
    - (i) general supervision of registration of electors and of National Assembly, Local Government and Rodrigues Regional Assembly Elections and all duties connected therewith;
    - (ii) supervision of office staff; and
    - (iii) conception and preparation of administrative instructions for the guidance of Registration Officers and Returning Officers and their subordinate staff.
  2. To assist the Electoral Commissioner and the Chief Electoral Officer on legal matters, including Electoral Petitions and the preparation of court cases.

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CERTIFIED CORRECT

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*D. Gowry*  
D. Gowry (Mrs)  
for Secretary for Public Service

01 December 2021

Date.....



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3. To assist the Electoral Commissioner and the Chief Electoral Officer in the discharge of their duties.
4. After consultation with the Electoral Commissioner, to be responsible for the overall supervision of registration of electors, compilation of registers of electors, voter education and elections in Rodrigues.
5. To be responsible for –
  - (i) assessing the suitability of polling stations and counting centres;
  - (ii) the maintenance of adequate stock of election materials at all times and to ensure a state of preparedness for any election, including by-elections; and
  - (iii) matters related to the Data Protection Act and to liaise with the Data Protection Office.
6. To assist the Electoral Commissioner in preparing reports for international organisations such as the Universal Declaration of Human Rights (UDHR), MO Ibrahim Index, Electoral Commissions Forum – Southern African Development Community, African Union, Southern African Development Community (ECF-SADC, AU, SADC) and to attend their queries, including surveys, questionnaires relating to the electoral system in force in Mauritius and Rodrigues.
7. To provide training to junior staff.
8. To use ICT in the performance of his duties.
9. 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 Chief Electoral Officer in the roles ascribed to him.

**Note**

The Deputy Chief Electoral Officer will be required to work at staggered hours.

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