

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Electoral Commissioner
- Post:** Principal Electoral Officer
- Salary:** Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 (18 077 094)
- Effective Date:** 01 December 2021
- Qualifications:** By selection from among officers in the grade of Senior Electoral Officer who –
- (i) possess a degree in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) reckon at least one year's service in a substantive capacity in the grade;
 - (iii) are familiar with 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 registration of electors, conduct of elections and related matters, and with all related legal rulings as may be given from time to time;
 - (iv) possess good supervisory and organising skills; and
 - (v) possess good interpersonal and communication skills.
- Role and Responsibilities:** To assist the Electoral Commissioner, the Chief Electoral Officer and the Deputy Chief Electoral Officer in the fair and impartial administration of elections 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, National Assembly, Local Government and Rodrigues Regional Assembly Elections and all duties connected therewith;
 - (ii) coordination of the work of Registration Officers and Returning Officers; and
 - (iii) conception and preparation of instructions for the guidance of Registration Officers and Returning Officers and their subordinate staff.

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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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2. To assist the Chief Electoral Officer and the Deputy Chief Electoral Officer on legal matters, including laws, regulations and the preparation of court cases and to ensure follow-up with the Attorney-General's Office.
3. To be responsible for –
 - (i) the preparation of election reports after each election; and
 - (ii) all sensitisation campaigns related to voter registration and elections.
4. To liaise with the Central Informatics Bureau on all ICT related matters, including software and hardware maintenance and application software upgrades of the computerised system of the Office of the Electoral Commissioner.
5. To assist the Chief Electoral Officer and the Deputy Chief Electoral Officer in the discharge of their duties.
6. To monitor redistribution and description of electoral areas, after consultation with the Chief Electoral Officer and Deputy Chief Electoral Officer.
7. To provide training and coaching to subordinate staff.
8. To attend meetings, as and when required.
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 Principal Electoral Officer in the roles ascribed to him.

Note

Principal Electoral Officers will be required to work at staggered hours.



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