

GOVERNMENT OF MAURITIUS

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (National Development Unit)

Post: Principal Regional Development Officer

Salary: Rs 37,500 x 1,250 – 50,000 (02 65 75)

Effective Date: 27 May 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Regional Development Officer who reckon at least two years' service in a substantive capacity in the grade and who -

- (i) possess organising, administrative and innovative skills;
- (ii) have the ability to lead and motivate a team of officers; and
- (iii) are proactive.

Role and Responsibilities: To assist in the formulation of policies for the National Development Unit and to ensure timely and efficient implementation of projects.

- Duties:**
1. To be responsible to the Chief Regional Development Officer for performing the following duties -
 - (i) guiding, supervising and co-ordinating the work of subordinate staff;
 - (ii) promoting the central theme of the National Development Programme and making it understood and acceptable to the population in order to obtain their full support and co-operation;
 - (iii) supervising the co-ordination, examination and processing of national development plans;
 - (iv) initiating and developing alternative plans to satisfy the needs of the population;
 - (v) serving as Liaison Officer between the National Development Unit and Ministries/Departments, Municipal Councils, District Councils and other organisations/institutions;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (vi) working closely with Ministries/Departments and institutions concerned at the Municipal, District and Village Councils levels for the implementation of projects and with agencies concerned for the operation and maintenance of completed projects;
 - (vii) monitoring the implementation of national development projects;
 - (viii) helping in the organisation of functions at the National Development Unit;
 - (ix) preparing annual programmes/projects;
 - (x) preparing and submitting reports on project implementation, as and when required; and
 - (xi) liaising with Parliamentary Private Secretaries for identification of projects.
2. To review reports and returns of subordinate staff.
 3. To use ICT in the performance of his duties.
 4. 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 Principal Regional Development Officers in the roles ascribed to them.

Note

Principal Regional Development Officers are required to work after normal working hours, during weekends and Public Holidays.



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