

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: Senior Regional Development Officer

Salary: Rs 30,000 x 1,250 – 45,000 (02 59 71)

Effective Date: 27 May 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Regional Development Officer who reckon at least four years' service in a substantive capacity in the grade and who possess supervisory and communication skills.

Role and Responsibilities: To assist in the timely and efficient implementation of projects of the National Development Unit.

- Duties:**
1. To be responsible to the Principal Regional Development Officer for performing the following duties -
 - (i) guiding, supervising and co-ordinating the work of Regional Development Officers and the Assistant Regional Development Officer;
 - (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) co-ordinating the activities of governmental and non-governmental agencies for an integrated National Development Programme;
 - (iv) examining, processing and co-ordinating national development plans in consultation with the institutions concerned, for example, Municipal Councils, District Councils and Parastatal Bodies, etc;
 - (v) serving as Liaison Officer between the National Development Unit, the Municipal Councils, District Councils, Village Councils and the general public;

2/...



CERTIFIED CORRECT

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

Date..... 27 MAY 2011

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

-2-

- (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 progress 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 Senior Regional Development Officers in the roles ascribed to them.

Note

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



CERTIFIED CORRECT


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

Date..... **27 MAY 2011**