

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

Ministry: Prime Minister's Office (National Disaster Risk Reduction and Management Centre)

Post: Director Recovery

Salary: Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (02 81 89)

Effective Date: 10 September 2014

Qualifications: A. A degree from a recognised institution in one of the following subjects –

- Engineering
- Environmental Studies
- Agriculture
- Mathematics
- Physics

OR

an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) reckon at least eight years' experience at senior management level in activities relating to any one of the following areas –
 - mitigation of disasters
 - preparedness for disasters
 - response to disasters
 - recovery from disasters
 - (ii) possess strong analytical skills, a sound track record of producing high-quality written outputs and presenting them in public settings;

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CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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

-2-

- (iii) possess strong interpersonal skills and be able to establish and maintain effective working relationships with people of different backgrounds;
- (iv) be able to work under pressure; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To be responsible for the effective and efficient management of the Recovery Team of the National Disaster Risk Reduction and Management Centre and for the co-ordination of the disaster management activities of the Centre.

Duties:

1. To be responsible to the Director General for the performance of the following duties –
 - (a) to manage the day-to-day tasks of a multi-disciplinary technical team, with overall responsibility for the technical aspects of implementing the work of the National Disaster Risk Reduction and Management Centre;
 - (b) to co-ordinate disaster management activities relating to the mitigation of and recovery from disasters;
 - (c) to prepare, review and oversee the production and regular update of a complete hazard and vulnerability risk map for Mauritius and the Outer Islands;
 - (d) to manage the establishment of appropriate research programmes and advisory services to support the work of the Centre;
 - (e) to provide high quality input for inclusion in the National Risk Reduction and Disaster Management Plan;

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S. Chandrasingh
for Senior Chief Executive
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-3-

- (f) to facilitate and promote the integration of specific technical disaster and risk management actions into cross-governmental strategies and planning;
 - (g) to manage specific sectoral interventions in the areas of mitigation and recovery from disasters;
 - (h) to ensure the co-ordination of the work of the Recovery Team within the Centre;
 - (i) to establish a uniform approach to assessing and monitoring disaster risk for disaster management planning and disaster risk reduction undertaken by the Government and other stakeholders; and
 - (j) to establish appropriate research programmes and provide information and advisory services to support the work of the Centre.
2. To use ICT in the performance of his duties.
3. 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 Director Recovery in the roles ascribed to him.

Note

The Director Recovery will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during cyclonic periods and other natural calamities and emergencies.



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

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