

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

Department: Pay Research Bureau

Post: Deputy Director

Salary: Rs 119,500 (02 000 110)

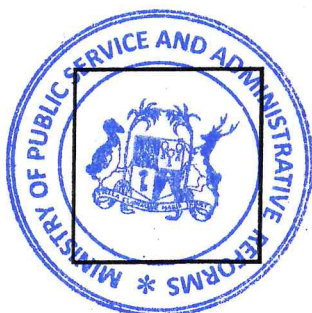
Effective Date: 19 May 2025

Qualifications: By selection from among officers in the grade of Principal Job Analyst who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) possess a Master's Degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have good conceptual and analytical skills;
- (iii) possess strong leadership and managerial skills; and
- (iv) possess strong interpersonal and communication skills.

Role and Responsibilities: To assist the Director in the formulation of policies and strategies in line with the goals and objectives of the Pay Research Bureau.

- Duties:**
1. To be responsible to the Director for carrying out such functions as are delegated and to assist him in –
 - (a) the maintenance and promotion of the good order and the efficient administration and management of the Bureau including collaboration with relevant organisations and the management of all resources (human, financial and technical);
 - (b) the achievement of the Bureau's main programme – Public Sector Compensation and HRM Policy and Strategy; and
 - (c) carrying out assignments in organisations in connection with the determination of pay and grading structures and conditions of service.
 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 Deputy Director in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)
for Senior Chief Executive
Ministry of Public Service and
Administrative Reforms

19 May 2025

Date.....