

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office
- Post:** Deputy Permanent Secretary
- Salary:** Rs 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500
(02 092 102)
- Effective Date:** 17 May 2022
- Qualifications:** By selection from among officers in the grade of Assistant Permanent Secretary who reckon at least six years' service in a substantive capacity in the grade and who –
- (i) possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) possess good leadership and organising skills;
 - (iii) possess decision-making skills;
 - (iv) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;
 - (v) are versatile and adaptable to different work situations and conditions;
 - (vi) are familiar with modern trends and techniques in management;
 - (vii) possess strong interpersonal and communication skills; and
 - (viii) have a high sense of responsibility and maturity.
- Role and Responsibilities:** To provide administrative support to the machinery of government in designing, formulating and implementing government policies.
- Duties:**
1. To assist the Supervising Officer in the administration and management of any department of Government and to ensure the most economical, efficient and effective use of resources.
 2. To assist in the formulation, coordination and implementation of Government policy, goals and objectives.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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3. To assist the Supervising Officer in his role of giving advice and support to Ministers on current government business including their parliamentary duties.
4. To assist in the drafting and administration of legislation.
5. To work in close collaboration with public officers from a wide range of professional disciplines and to assist them in improving the operational efficiency and accountability of the units under their responsibility.
6. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness of a department of Government.
7. To represent a department of Government on Boards and Committees, as and when required.
8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.
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 Deputy Permanent Secretary in the roles ascribed to him.

Note

In case of a force majeure/public emergency, Deputy Permanent Secretaries are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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