

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Prime Minister's Office  
Post: Principal Coordinator, Security Matters  
Salary: Rs 15,500 x 500 - 17,000 (ADM 8)  
Effective Date: 25 September, 1995  
Qualifications: By promotion of officers in the grade of Coordinator,  
Security Matters who -

- (i) reckon at least four years service in a substantive capacity in the grade;
- (ii) are fully conversant with all aspects of the work of the Security Division, Prime Minister's Office;
- (iii) have considerable organising and administrative ability; and
- (iv) are capable to lead and motivate a large staff.

Duties: Under the supervision of the Secretary for Home Affairs:

1. To deputise for the Security Adviser as and when required.
2. To monitor and follow up progress on points raised at -
  - High Powered Committee on Drugs;
  - Standing Security Steering Committee;
  - National Aviation Security Committee;
  - National Maritime and Harbour Security Committee;
  - Mauritius Broadcasting Corporation Security Committee;
  - Prisons Monitoring Committee;
  - Any other Security Committee set up from time to time.

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*M. C.*

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for Permanent Secretary

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3. To carry out site visits on behalf of the Security Adviser before and during:
  - (a) the visits of foreign VVIPS;
  - (b) International Conferences held in Mauritius;
  - (c) whenever otherwise instructed/considered necessary.
4. To manage the Capital Items under the Security Division.
5. To assist in planning and monitoring provision of security to local VIPS.
6. To assist in planning, procurement and maintaining in perfect serviceable condition, the large fleet of vehicles and other sophisticated Communications and Security equipment of the VIP Security Unit.
7. To assist in -
  - (a) scrutinising and phasing of the major capital projects of the Police Force with a view to including them in the Estimates;
  - (b) planning and arranging the training requirements of various units of the Force;
  - (c) planning and processing the acquisition of major equipment viz Seagoing Vessels, Aircraft, Helicopters, Scanners (drug/metal both personal and baggage types) and other security equipment, not only for the Police, but also for the Airport, Harbour and Rodrigues;

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*M. Q.*

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- (d) planning and demanding of foreign assistance/experts by way of expatriate officers for smooth functioning of various Police units viz National Coast Guard, Helicopter Unit, Maritime Air Squadron, Special Mobile Force etc.
8. To assist in organising and supervising access control and security at all Government Offices and more particularly at the Old and New Government Centres and Emmanuel Anquetil Building.
  9. To coordinate and supervise the work of the Coordinator (s), Security Matters and other officers (Receptionists/Guides and Senior Receptionists/Guides) falling under the aegis of the Security Division.
  10. To execute instructions from the Security Adviser and the Secretary for Home Affairs on matters relating to Security.
  11. To perform such cognate duties as may be assigned.

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*M. Q.*

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for Permanent Secretary

Date..... 25 SEP 1995

