

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Central Administration)

Post: Administrative Officer

Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02 50 75)

Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775 (02 56 79) (Personal)

Effective Date: 05 August 2015

Qualifications: A. **Open Competition**

- (i) A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- (ii) Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

B. **Limited Competition**

By selection from among officers who hold appointment in a substantive capacity in any of the following grades/cadres on the establishment of the Rodrigues Regional Assembly –

- (i) Executive Officer (Rodrigues), Higher Executive Officer (Rodrigues) and Senior Executive Officer (Rodrigues);
- (ii) General Services Executive (Rodrigues Regional Assembly) and Office Management Executive;
- (iii) Human Resource Management Cadre;
- (iv) Financial Operations Cadre; and
- (v) Procurement and Supply Cadre.

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[Signature]

.....
 for Senior Chief Executive
 Ministry of Civil Service and
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- C. Candidates for both open and limited competition should –
- (a) have a good command of English;
 - (b) have good interpersonal and communication skills;
 - (c) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;
 - (d) have potential and ability to command and lead others, to promote team work and exercise authority;
 - (e) have a high degree of maturity in evaluating and analysing matters of public concern; and
 - (f) be versatile and have the ability to adapt to different work situations.

Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

Role and Responsibilities:

To be responsible under the supervision of the Island Chief Executive/Departmental Head for one or several areas of activities falling within the ambit of the Commission.

Duties:

1. To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.
2. To assist in the formulation of policies and the preparation of legislations to give effect to it.
3. To assist in the administration of the various Acts and Regulations falling under the aegis of the Commission.
4. To give support to Commissioners in their parliamentary duties by providing materials for use in debates, conferences and meetings.

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5. To represent the Rodrigues Regional Assembly/Commission in negotiation with other governments, other departments, outside interests and members of the public.
6. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
7. To ensure that Government obtains value for money in all its operations.
8. To use ICT in the performance of his duties.
9. 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 Administrative Officer in the roles ascribed to him.



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