

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Departmental Head
- Salary:** Rs 138,000 (02 000 109)
- Effective Date:** 01 September 2026
- Qualifications:**
- A. A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience at administrative/managerial level;
 - (ii) have strategic and leadership qualities;
 - (iii) be able to command multi-disciplinary teams and exercise authority;
 - (iv) have the ability to work under extremely demanding conditions;
 - (v) be forward looking and innovative with personal credibility and integrity;
 - (vi) possess strong interpersonal and communication skills; and
 - (vii) be computer literate.

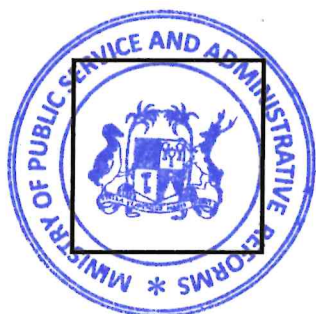
Candidates should produce written evidence of experience/knowledge claimed.

NOTE

Selected candidates will be employed on contractual terms or on an assignment basis for an initial period of two years.

On completion of their employment on contract/assignment basis for an aggregate period of five years and subject to their performance and the continued relevance of competence, consideration will be given to their appointment as Departmental Head in a substantive capacity.

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CERTIFIED CORRECT

A. Heerasing

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A. Heerasing (Mrs)
*for Acting Senior Chief Executive
Ministry of Public Service and
Administrative Reforms*

01 September 2026

Date.....

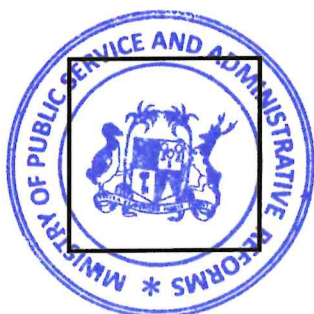
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-2-

Role and Responsibilities: To be responsible for the administration and management of the Commission/Department/s under his supervision.

- Duties:**
1. To ensure the most economical and effective use of human and financial resources of the Commission/Department/s under his supervision.
 2. To translate the policy goals into operational objectives and programmes for implementation.
 3. To be responsible for the planning, preparation and execution of development projects.
 4. To give advice and support to the Commissioners on current Government business, including their parliamentary duties.
 5. To be responsible for the drafting of legislations and policy papers.
 6. To assist in the formulation of policies and to ensure implementation of decisions of the Executive Council.
 7. To represent the Rodrigues Regional Assembly on boards and committees, as and when required.
 8. To initiate and implement programmes aimed at enhancing the organisational efficiency and effectiveness of the Commission/Department/s under his supervision.
 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 Departmental Head in the roles ascribed to him.



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A. Heerasing (Mrs)

*for Acting Senior Chief Executive
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