

GOVERNMENT OF MAURITIUS

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

Ministry: Youth and Sports

Post: Assistant Director of Youth Affairs

Salary: Rs 26,400 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (23 55 67)

Effective Date: 23 February 2010

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

- (i) leadership and managerial qualities;
- (ii) good communication and interpersonal skills;
- (iii) the ability to motivate a team of officers; and
- (iv) innovative capabilities.

Role and Responsibilities: To assist in the effective implementation of policies, programmes, projects and activities geared towards youth development.

Duties:

1. To assist the Director of Youth Affairs in the discharge of his duties.
2. To deputise for the Director of Youth Affairs, as and when required.
3. To plan and organise training courses, seminars and conferences on youth matters at national, regional or international level.
4. To co-ordinate the work/programmes of the officers of the Youth Officer Cadre.
5. To plan and co-ordinate youth projects and programmes.
6. To organise competitions, exhibitions and festivals conducive to youth development.
7. To organise residential and non-residential training and work camps as well as other open-air/outdoor activities for the youth.
8. To ensure the proper running of Youth Centres.

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CERTIFIED CORRECT



Alexis

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 23 FEB 2010
 Date.....

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-2-

9. To be responsible for the organisation of training courses for officers of the Youth Officer Cadre.
10. To assist in the organisation and motivation of youth for participation in development programmes and activities both at national and international levels.
11. To use ICT in the performance of his duties.
12. 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 Assistant Director of Youth Affairs in the roles ascribed to him.

Note

The Assistant Director of Youth Affairs may be required to work outside normal working hours including Sundays and Public Holidays.



CERTIFIED CORRECT

Alfred...

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

23 FEB 2010

Date.....