

GOVERNMENT OF MAURITIUS

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

S 0500011

Ministry/department: Public and Police Service Commissions

Post: Secretary, Public and Police Service Commissions JFSC

Salary: Rs 37,500 (ADM 16) Rs 87,500 (02 09 93) CEO 2011

Effective from: 4th November, 1970

Qualifications: To be a member of the Administrative Class or a member of the Executive Class not below the grade of Senior Executive Officer. Should be fully conversant with all Establishment matters; should have had good experience in drafting memoranda, and in dealing with the public and with senior officers of Ministries/ departments; should have marked organisational ability and initiative.

Preference will be given to candidates who have proven experience in the management of a Departmental Office or have held position of a similar nature carrying a high degree of personal responsibility.

- Duties:
1. Is the "Responsible Officer" for the Public and Police Service Commissions and is the Accounting Officer responsible for the Vote of the Public and Police Service Commissions. Is in charge of the office and of the Executive, Clerical and Messenger Staff of the Public and Police Service Commissions.
 2. Is personally responsible for all correspondence addressed to the Commission by the Responsible Officers and other persons and the speedy submission of such correspondence to the Chairman.
 3. Advises Responsible Officers of decisions taken by the Commission on all matters relating to appointments to the public service (including confirmation of appointments) and decisions in respect of the powers of disciplinary control and the removal of officers (from office) vested in the Commission under Section 89 of the Schedule etc.
 4. Should keep a record of business transacted at every meeting of the Public and Police Service Commissions.
 5. Should keep a record of decisions taken by circulation of papers.
 6. The duties are of an exacting nature and may require long hours of work at times.

CERTIFIED CORRECT

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for Establishment Secretary

Date