

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Departmental Head
- Salary:** Rs 72,500 (02 00 87)
- Effective Date:** 17 November 2011
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
 - B. A degree from a recognised institution.
- OR
- Equivalent qualifications to A and B above acceptable to the Public Service Commission.
- C. At least five years' experience at middle management level.
 - D. Candidates should –
 - (i) have strategic and operation leadership qualities;
 - (ii) be able to command multi-disciplinary teams and exercise authority;
 - (iii) have the ability to work under extremely demanding conditions;
 - (iv) be forward looking and innovative with personal credibility and integrity;
 - (v) have excellent communication and interpersonal skills; and
 - (vi) be computer literate.

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CERTIFIED CORRECT


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

Date..... 17 NOV 2011

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Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE 1

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

On completion of a five-year period 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.

NOTE 2

For the first intake, by appointment of officers on the establishment of the Rodrigues Regional Assembly who have performed the duties of Island Chief Executive for a period of at least one year as at 30 June 2008.

**Role and
Responsibilities:**

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

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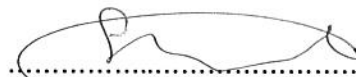
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Duties:

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.
5. To be responsible for the drafting of legislations and policy papers.
6. To initiate and implement programmes aimed at enhancing the organisational efficiency and effectiveness of the Commission/Department/s under his supervision.
7. To use ICT in the performance of his duties.
8. 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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