

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Island Chief Executive
- Salary:** Rs 52,000 (02 00 85)
- Effective Date:** 4 October 2004
- 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" or an equivalent qualification acceptable to the Public Service Commission.
  - B. A degree, preferably in the field of administration and/or management, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - C. At least eight years' experience at senior management level.
  - D. Strong leadership and motivational skills.
  - E. A high sense of trustworthiness and responsibility.
  - F. Excellent communication and interpersonal skills.

Knowledge of administrative procedures and practice in the public sector is desirable.

**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

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*[Signature]*  
for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms

Date..... 04 OCT 2004



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- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

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

Candidates should produce written evidence of experience/ knowledge claimed.

**Duties:**

1. To be responsible for the efficient administration of all the functions of the Executive Council and to be the principal adviser of the Chief Commissioner.
2. To be the administrative head of the staff of the Regional Assembly.
3. To assist in the formulation of policies and to ensure the implementation of decisions of the Executive Council.
4. To coordinate the work of the departments and to be in constant liaison with the Departmental Heads to ensure that the goals and objectives of the Regional Assembly are being achieved.
5. To keep records of meetings of the Executive Council.
6. To perform such cognate duties as may be assigned by the Chief Commissioner.

CERTIFIED CORRECT



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

Date ..... 04 OCT 2004 .....