

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Central Administration)

Post: Principal Executive Officer (Rodrigues)

Salary: Rs 20,000 x 800 – 28,000 x 1,000 – 29,000 (08 54 65)

Effective Date: 22 June 2005

Qualifications: A. By selection from among officers in the grade of Senior Executive Officer (Rodrigues) who reckon at least two years' service in a substantive capacity in the grade.

B. Candidates should –

(i) **for the Personnel Section**

- (a) be fully conversant with personnel matters;
- (b) have a high sense of responsibility and trustworthiness;
- (c) possess leadership skills and problem solving ability; and
- (d) have good interpersonal and communication skills.

(ii) **for the Administration Section**

- (a) be fully conversant with the provisions of the Rodrigues Regional Assembly Act;
- (b) have a high sense of responsibility and trustworthiness;
- (c) possess leadership skills and problem solving ability; and
- (d) have good interpersonal and communication skills.

Duties: **For the Personnel Section**

- 1. To be responsible for:
 - (a) providing advice, functional guidance and assistance on all personnel policies and related matters in accordance with standing rules and regulations;

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Mudathip S

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

Date 22 JUN 2005

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

-2-

- (b) providing support to the Island Chief Executive and supervisors of divisions/sections and ensuring the effective use of human resources;
 - (c) ensuring that personnel policies, rules, regulations and procedures are properly interpreted and consistently applied;
 - (d) advising on the determination of human resource needs in terms of number, grading and level of responsibility through proper planning and forecasting and keeping staffing requirements under constant review through deployment and placement of staff;
 - (e) advising on the structural efficiency of the various Divisions and making recommendations for improving organisational design by examining from time to time work objectives, span of control, lines of co-ordination and communication;
 - (f) drafting schemes of service and revising existing ones to meet new organisational needs;
 - (g) ensuring that up-to-date personnel records, including records of absenteeism, sickness, late arrivals and early departures are kept;
 - (h) supervising and training junior officers as well as assisting in the organisation of training programmes;
 - (i) ensuring the smooth insertion of officers through proper guidance;
 - (j) promoting good industrial relations and taking prompt action to settle grievances and conflicts through negotiations and discussions;
 - (k) attending to court cases in connection with personnel matters;
 - (l) acting as member of committees and boards on personnel matters; and
 - (m) ensuring the promotion of staff welfare and a healthy and safe working environment.
2. To perform such cognate duties as may be assigned.



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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service Affairs and
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-3-

For the Administration Section

1. To be responsible for one or several areas of activities falling within the ambit of the Central Administration.
2. To assist in the efficient administration of the functions of the Executive Council.
3. To assist the Island Chief Executive in the keeping and circulation of notes of meeting of the Executive Council and to ensure proper follow-up thereon.
4. To assist in the implementation of the decisions of the Executive Council.
5. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

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

Date 22 JUN 2005