

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS**  
**CIRCULAR LETTER NO 65 OF 2024**

**Tour of Service in Rodrigues - HRM Cadre**

Applications are invited from officers in the grade of **Manager, Human Resources** and **Assistant Manager, Human Resources** who wish to be considered for posting on a tour of service in Rodrigues as from **October 2024 and November 2024**, respectively.

**B. DURATION**

The tour of service will be for a period of one year.

**C. EXPERIENCE/ APTITUDE/ SKILLS**

Candidates should-

- (i) be familiar with the work of the Rodrigues Regional Assembly;
- (ii) have proven administrative and organising ability;
- (iii) have good interpersonal and communication skills; and
- (iv) be able to adapt to changing work environment.

**NOTE:** Candidates may be called for an interview.

**D. DUTIES**

**The selected officer** will be required to perform duties as follows:

**I. Manager, Human Resources**

1. (i) to take charge of the Human Resource Section of the Rodrigues Regional Assembly;  
(ii) to revamp the existing Human Resource functions and operations taking into consideration that there is now a proper Human Resource Management Cadre  
(iii) to formalise the draft guideline for recruitment procedures under delegated power from the Public Service Commission;  
(iv) to continue to drive the Performance Management System in the Rodrigues Regional Assembly and ensure its sustainability; and  
(v) to continue the training, mentoring and coaching of the officers of the Human Resource Management Cadre.
2. To perform duties of Manager, Human Resources.
3. To supervise and provide proper guidance to subordinate staff.
4. 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 Manager, Human Resources in the roles ascribed to him/her.

## **II. Assistant Manager, Human Resources**

1. To assist in the day-to-day management of the Human Resource Sections of the Rodrigues Regional Assembly;
2. To assist the Manager, Human Resources in the following duties:
  - (i) to revamp the existing Human Resource functions and operations taking into consideration that there is now a proper Human Resource Management Cadre;
  - (ii) to continue to drive the Performance Management System in the Rodrigues Regional Assembly and ensure its sustainability; and
  - (iii) to continue the training, mentoring and coaching of the officers of the Human Resource Management Cadre.
3. To perform duties of Assistant Manager, Human Resources;
4. To supervise and provide proper guidance to subordinate staff; and
5. 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 Manager, Human Resources in the roles ascribed to him/her.

## **E. TERMS AND CONDITIONS**

### **(i) Accommodation**

The selected candidates will be provided with rent-free quarters.

### **(ii) Disturbance Allowance**

The selected candidates will be paid a monthly disturbance allowance at the rate of 25% of gross salary.

### **(iii) Passages**

The selected candidates will be provided with one free passage, to and from Rodrigues, for himself/herself, his/her spouse and up to three dependent children below the age of 21.

### **(iv) Transport**

The selected candidates will benefit from:

- (a) free transport by sea of his/her personal effects to the extent of six cubic metres; and
- (b) free transport by sea of his/her car/jeep/motorcycle/bicycle; subject to the approval of the Prime Minister's Office, provided that the total volume of (a) and (b) does not exceed 12 cubic metres.

(v) **Vacation Leave**

The selected candidate will-

- (a) earn vacation leave at the rate of 50% more than what he/she is eligible for in respect of the period of his/her tour of service;
- (b) not be allowed to enjoy vacation leave, save in exceptional cases, subject to the approval of the Island Chief Executive; and
- (c) on his/her return to Mauritius at the end of his/her tour of service, be given the priority of consideration to enjoy his/her earned vacation leave.

F. **MODE OF APPLICATION**

1. Qualified candidates should submit their applications on the enclosed Application Form which should be sent through their Supervising Officer to the Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Level 9, SICOM Building 2, Corner Chevreau and Rev. Jean Lebrun Streets, Port Louis.
2. The Circular Letter together with the Application Form are available on the website of the Ministry of Public Service, Administrative and Institutional Reforms, at the following address:  
<http://civilservice.govmu.org>
3. Candidates are requested to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

G. **CLOSING DATE**

Applications should reach the **Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Level 9, SICOM Building 2, Corner Chevreau and Rev. Jean Lebrun Streets, Port Louis, not later than 15 00 hrs on Friday, 30 August 2024.**

16 August 2024

Ministry of Public Service, Administrative  
and Institutional Reforms

**Ministry of Public Service, Administrative and Institutional Reforms**

APPLICATION FORM

**TOUR OF SERVICE IN RODRIGUES**

**1. PERSONAL DETAILS:**

Name:.....

Grade: .....Date of Appointment: .....

Ministry/Department: .....

Date of Birth: .....

Gender: Male  Female  Status: Married  Single

Home Address: .....

**2. QUALIFICATIONS [COURSE(S) FOLLOWED/INSTITUTION(S)/YEARS OF AWARD]:**

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**3. BRIEF DESCRIPTION OF PRESENT DUTIES:**

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**4. EXPERIENCE:**

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**5. STATE YOUR MOTIVATION TO UNDERGO THE ASSIGNMENT:**

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.....

Date: ..... Signature: .....

I certify that the information submitted above is correct.

Signature: .....

Name: .....  
(Head of Ministry/Department)

Date: .....