



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

21 August 2018

Ministry of Civil Service and Administrative Reforms
Circular Note No. 23 of 2018
E/45/1/04 V6

From: Secretary for Public Service
To: Supervising Officers i/c of Ministries/Departments
Island Chief Executive

Filling of Vacancies in the Civil Service

I wish to draw the attention of my colleagues back to Circular Note No. 3 of 2018 of even reference which I issued on 29 January 2018 and wherein you were urged to expedite matters regarding reporting of the funded vacancies to the Service Commissions and initiating timely action for recruitment under delegated powers.

2. However, it has been noted that many Ministries/Departments closed the preceding financial year with quite a number of funded vacancies not having been filled. This situation is, you would admit, not satisfactory.


3. This Ministry has already embarked on concrete actions for the filling of vacancies funded in the 2018/2019 Budget. To ensure that vacancies for 2018/2019 are duly filled in within the current financial year, you are hereby requested to:

- (i) cause a proper and realistic recruitment plan to be put up at the level of your Ministry/Department and shared with the relevant Service Commissions and with this Ministry for monitoring purpose;
- (ii) initiate appropriate action for vacancies to be filled at the earliest; and
- (iii) ensure that schemes of service for posts in respect of which funds have been provided in the Budget 2018/2019 are prescribed without delay.

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4. I rely on your usual cooperation in the matter so that, together, we can work successfully towards the filling of a maximum number of vacancies, if not all of them, for this year. If we can achieve this target, it will mean that our respective Ministries/Departments will have the necessary human resources to deliver on the mandate of our organisation.



(S. K. Pather)

Secretary for Public Service

*Copy to: Secretary to Cabinet and Head of the Civil Service
Financial Secretary
Secretary, Public Service Commission*

