



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

29 January 2018

Ministry of Civil Service and Administrative Reforms
Circular Note No. 3 of 2018
E/45/1/04 V6

From: **Secretary for Public Service**

To: **Supervising Officers i/c Ministries/Departments**
Island Chief Executive

Filling of Vacancies in the Civil Service

On a felt-need basis, the staffing requirements of respective Ministries/Departments have to be met to enable them to achieve their strategic goals and objectives. To that effect, funds have been provided in the Budget 2017/2018 for the filling of a number of vacancies.

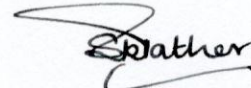
2. In order to ensure that Ministries/Departments are taking prompt action for the filling of existing funded vacancies on their establishment and that optimum use is being made of funds allocated therefor, this Ministry has been tasked with the responsibility of monitoring the exercise and to report, by way of Information Papers, to Government on a regular basis and to the Ministerial Committee which has been set up to monitor implementation of the 2017/2018 Budget measures.

3. Supervising Officers may wish to note that, for the period 01 July to 31 December 2017, 48% of the funded vacancies have been filled by the Service Commissions and under delegated powers. We are now only five months away from the end of the current financial year and if prompt actions are not taken to report the vacancies to the appropriate Service Commissions and to initiate immediate actions for the filling of vacancies under delegated powers, it would be practically impossible to fill the remaining funded vacancies by the end of financial year 2017/2018.

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4. Supervising Officers are, therefore, urged to expedite matters regarding reporting of the funded vacancies to the Service Commissions and initiating timely action for recruitment under delegated powers. Supervising Officers are also reminded to facilitate the recruitment process when reporting funded vacancies by submitting all relevant documents, such as, ad hoc reports, Performance Appraisal Forms duly filled in and Fitness for Promotion, where so required.

5. I rely on your usual co-operation for the good and timely conduct of this exercise.



(S. K. Pather)

Secretary for Public Service

Copy to:

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