Tour of Service in Rodrigues

Applications are invited from Managers, Human Resources and Human Resource Management Officers who wish to be considered for posting on a tour of service in Rodrigues as from 15 October 2012.

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 organizing 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 candidate will be required to:

(i) attend to all HR matters; and
(ii) assist the Island Chief Executive in the setting up of an appropriate HR Section at the Rodrigues Regional Assembly.

E. TERMS AND CONDITIONS

(i) Accommodation

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

(ii) Disturbance Allowance

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

(iii) Passages

The selected candidate 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 candidate will benefit from:

(i) free transport by sea of his/her personal effects to the extent of six cubic metres; and
(ii) free transport by sea of his/her car/jeep/motorcycle/bicycle;

provided that the total volume of (i) and (ii) 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 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 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 priority of consideration to enjoy his/her earned vacation leave.

**F. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the enclosed application form and send it through their Supervising Officer to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6th floor, New Government Centre, Port-Louis.

2. This Circular together with the application form are available on the website of the Ministry of Civil Service and Administrative Reforms at the following address: http://civilservice.gov.mv

3. Candidates are requested to fill 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 Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6th floor, New Government Centre, Port-Louis, not later than 3.00 p.m. on Wednesday 22 August 2012.

2 August 2012

Ministry of Civil Service and Administrative Reform