

GOVERNMENT OF MAURITIUS

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

**Ministry:** Civil Service and Administrative Reforms

**Post:** Assistant Director, Public Sector Business Transformation Bureau

**Salary:** Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000  
(01 086 095)

**Effective Date:** 05 June 2018

**Qualifications:** A. By selection from among –

I. serving officers who –

- (i) possess a Master's Degree in Public Policy or Economics or Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least six years' experience at administrative/managerial level inclusive of at least three years' experience in planning and driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector.

AND

II. candidates who –

- (i) possess a Master's Degree in Public Policy or Economics or Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least six years' experience at administrative/managerial level inclusive of at least three years' experience in planning and driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector; and

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**N. Auchoybur (Mrs)**  
*for Secretary for Public Service*

**05 June 2018**

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(iii) are computer literate.

B. Candidates should –

- (i) have a good knowledge of Organisational Development, Change Management and Governance/Management/Programme/Organisational Audits;
- (ii) have good analytical and problem-solving skills;
- (iii) have good interpersonal and communication skills; and
- (iv) be conversant with database management.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and  
Responsibilities:**

To assist the Director, Public Sector Business Transformation Bureau in the development of reform plans and strategies for the Public Sector and to ensure the effective and efficient implementation thereof.

**Duties:**

1. To assist the Director, Public Sector Business Transformation Bureau in –
  - (a) providing strategic and visionary advice on Public Sector Business Transformation, developing and overseeing implementation of strategies, roadmaps, tools and programmes to facilitate transformation and to strengthen institutional effectiveness, improvement and innovation across the Public Service;
  - (b) leading public sector efficiency, governance, organisational, business management and programme review exercises and system audits and making appropriate recommendations for greater synergy, better approach to client-centred service delivery and optimum use of resources;
  - (c) setting indicators of success and monitoring, evaluating, adjusting and reporting on implementation, actions, risks and results of Public Sector reforms/modernisation projects and proposing strategic alternatives or remedial actions;

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- (d) liaising with key stakeholders on the design and delivery of Government programmes;
  - (e) identifying transformation success in the Public Service to enhance capacity and improve decision-making and results across Government;
  - (f) identifying innovative ideas through research/market research and information exchanges with other local and international organisations and advising on the formulation of appropriate policies and sharing smart practices; and
  - (g) ensuring the timely dissemination of relevant data and information to Ministries/Departments.
2. To analyse performance data, conduct efficiency analysis and make recommendations for improvement.
  3. To guide and train subordinate staff.
  4. To coordinate the setting up and ensure the maintenance of online and digital management tools and repositories that are accessible across Government.
  5. To use ICT in the performance of his duties.
  6. 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 Director, Public Sector Business Transformation Bureau in the roles ascribed to him.

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