

GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms
Post: Director, Public Sector Business Transformation Bureau
Salary: Rs 119,000 (01 000 105)
Effective Date: 05 June 2018

- Qualifications:**
- A. (i) 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) At least eight years' experience in strategic planning, policy formulation and in driving transformation, re-engineering and reforms initiatives either in the Public Sector or in the Private Sector.
- B. Candidates should –
- (i) have a good knowledge of Organisational Development, Change Management and Governance/Management/Programme/Organisational Audits;
- (ii) have excellent analytical and problem-solving skills and be able to adopt a multi-disciplinary approach to decision-making;
- (iii) have the ability to think proactively, critically and strategically;
- (iv) have strong transformational leadership, communication and innovative skills and be able to lead cross-functional and multi-disciplinary teams; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To promote Public Sector Business Transformation by instilling a culture of excellence in the Public Service and improving the effectiveness of Government in service delivery in line with Government's aims and objectives.

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CERTIFIED CORRECT

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

05 June 2018

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Duties:

1. To be responsible to the head of the Ministry for –
 - (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, 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;
 - (d) liaising with policy makers and 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 drive and ensure the effective implementation of Public Sector Business Transformation initiatives at central level.

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3. To provide technical inputs and professional guidance on transformation implementation issues to dedicated Committees at the level of each Ministry and to ensure effective functioning of such Committees through coordination and monitoring.
4. To lead major transformation and re-engineering projects in the Public Sector.
5. To identify any policy or institutional framework issues that Cabinet must address regarding the Government's transformation agenda.
6. To ensure, through communication and marketing strategies, stakeholder engagement on transformation, re-engineering and reforms initiatives.
7. To identify bottlenecks/constraints hindering effective delivery of services and to propose remedial measures.
8. To refocus organisation values and redesign/improve management processes and performance across the organisation.
9. To identify training, learning and development needs of employees in the Public Service to support public officers in transformation and in improving performance substantially.
10. To use ICT in the performance of his duties.
11. 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 Director, Public Sector Business Transformation Bureau in the roles ascribed to him.

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