

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

- Department:** Office of the Electoral Commissioner
- Post:** Chief Electoral Officer
- Salary:** Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000  
(18 086 095)
- Effective Date:** 06 October 2020
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Chief Electoral Officer who reckons at least one year's service in a substantive capacity in the grade and who –
- (i) possesses excellent administrative and organising abilities;
  - (ii) has strong interpersonal and communication skills;
  - (iii) demonstrates strong leadership skills; and
  - (iv) has the ability to motivate teams of officers.
- Role and Responsibilities:** To assume overall responsibility for the fair and impartial administration of elections, the supervision of registration of electors and other important aspects of the electoral system in Mauritius and Rodrigues.
- Duties:**
1. To give assistance to the Electoral Commissioner in the organisation, supervision and coordination of registration of electors and of National Assembly, Local Government and Rodrigues Regional Assembly Elections.
  2. To be in charge and to be responsible in the absence of the Electoral Commissioner for the day-to-day administrative functions.
  3. To report to and be responsible to the Electoral Commissioner in matters relating to –
    - (i) the general administration of the office;
    - (ii) budgetary control measures and procurement and supply management;
    - (iii) human resources management;
    - (iv) the supervision and coordination of the work of the technical teams; and

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CERTIFIED CORRECT

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D. Gowry (Mrs)  
for Secretary for Public Service

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-2-

- (v) the conception and preparation of administrative instructions for the guidance of Registration Officers, Special Election Officers and Returning Officers.
4. After consultation with the Electoral Commissioner –
- (i) to advise staff, candidates, agents and representatives of political parties and the public in general on electoral matters;
  - (ii) to liaise with the Electoral Supervisory Commission for the smooth running of registration, elections and other related exercises;
  - (iii) to assist the Electoral Boundaries Commission in the delimitation of electoral boundaries; and
  - (iv) to communicate with foreign electoral authorities and organisations on electoral matters.
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 Chief Electoral Officer in the roles ascribed to him.

**Note**

The Chief Electoral Officer will be required to work at staggered hours.



**CERTIFIED CORRECT**

*D. Gowry*

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**D. Gowry (Mrs)**  
*for Secretary for Public Service*

**06 October 2020**

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