

GOVERNMENT OF MAURITIUS

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

- Department:** Electoral Commissioner's Office
- Post:** Electoral Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425  
(18 058 076)
- Effective Date:** 18 June 2018
- Qualifications:**
- A. By selection from among serving officers drawing salary in a scale the minimum of which is not less than Rs 21,950 monthly in their substantive appointment and who –
- (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least 10 years' service in a substantive capacity.
- B. Candidates should –
- (i) have a sound knowledge of the election process in Mauritius;
- (ii) have practical experience in election duties;
- (iii) be highly committed, proactive and resourceful;
- (iv) possess interpersonal, communication and organisational skills;
- (v) possess supervisory and leadership skills; and
- (vi) possess good analytical and problem solving skills.

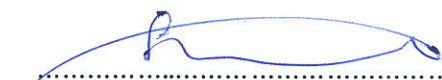
Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible to the Senior Electoral Officer in the performance of the following duties –
- (i) registration of electors;
- (ii) compilation of registers of electors; and

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S. K. Wan Ah Fat  
for Secretary for Public Service

18 June 2018

Date.....

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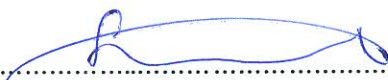
- (iii) organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act.
2. To act as Registration Officer for one or more constituencies at a time.
  3. To provide training to subordinate staff.
  4. To use ICT in the performance of his duties.
  5. 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 Electoral Officer in the roles ascribed to him.

**Note**

Electoral Officers will be required to work at staggered hours.



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S. K. Wan Ah Fat  
*for Secretary for Public Service*

18 June 2018

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