

GOVERNMENT OF MAURITIUS

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

**Ministry:** Foreign Affairs, Regional Integration and International Trade

**Post:** First Secretary

**Salary:** Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (02 75 82)

**Effective Date:** 28 December 2009

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Second Secretary who reckon at least four years' service in a substantive capacity in the grade.

**Role and Responsibilities:** To advise and assist in the formulation and implementation of foreign policies.

**Duties:** A. When posted to a Mission

1. To advise and assist the Head of Mission and other senior officers in the conduct of the diplomatic business and other work falling within the purview of the Mission.
2. To be responsible for the day-to-day management of the Mission, for the control of expenditure from public funds and for the co-ordination of the work of the staff.
3. To co-ordinate the work of consuls and trade representatives posted in other towns of the receiving State.
4. To keep the Head of Mission au courant of the political and economic situation in the receiving State and to submit regular reports thereon to the Secretary for Foreign Affairs and the Permanent Secretary of the Ministry.
5. To represent Mauritius in international fora, conferences, cultural and social activities.
6. To use ICT in the performance of his duties.
7. 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 First Secretaries in the roles ascribed to them.

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 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

Date..... 28 DEC 2009 .....

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**B. When posted to the Ministry**

1. To give general assistance and support to the Secretary for Foreign Affairs and the Permanent Secretary in all the fields involved namely political, economic and protocol.
2. To be responsible for organising his division and for ensuring that the duties assigned to the division are properly carried out.
3. To ensure effective implementation of foreign policies with a view to safeguarding and promoting the national interest of the Republic of Mauritius at bilateral, regional and international level.
4. To assist in the development of strategies for the maintenance of a proactive, adaptable and pragmatic economic and political diplomacy with a view to achieving sustainable economic growth and to participating actively in the world economy.
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 First Secretaries in the roles ascribed to them.



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*Alecasing*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date..... **28** DEC 2019 .....