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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:** Minister Counsellor/Deputy High Commissioner
- Salary:** Rs 80,000 (02 00 90)
- Effective Date:** 28 December 2009
- Qualifications:** By selection from among officers in the grade of First Secretary who reckon at least five years' service in a substantive capacity in the grade and who -
- (i) have sound administrative and managerial abilities;
 - (ii) have a wide knowledge of international affairs; and
 - (iii) are skilful negotiators and communicators with demonstrated qualities of maturity and integrity.

Role and Responsibilities: To advise and assist in the protection and promotion of national interests through bilateral, regional and multilateral relationship and through a properly organised diplomatic network.

- Duties:**
- A. When posted to a Mission**
1. To be responsible to the Head of Mission for the following -
 - (a) the overall supervision, management and control of the Mission;
 - (b) acting as principal collaborator and principal adviser on political matters and such other matters as the Head of Mission may direct;
 - (c) co-ordinating the work of First Secretaries and Second Secretaries and other staff of the Mission and also of Consuls and Trade Representatives posted in other towns of the receiving State;
 - (d) the proper accounting of the budgetary provisions authorised for the Mission; and
 - (e) keeping the Head of Mission au courant of the political and economic situation in the receiving State and submitting regular reports thereon to the Secretary for Foreign Affairs.
 2. To use ICT in the performance of his duties.

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CERTIFIED CORRECT

Alec...
.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

28 DEC 2009

Date.....



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3. 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 Minister Counsellors/Deputy High Commissioners in the roles ascribed to them.

NOTE

Where the Head of Mission is a Career Officer, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

B. When posted to the Headquarters

1. To be responsible for the overall supervision and organisation of a Division.
2. To give general assistance and support to the Secretary for Foreign Affairs and to ensure that his instructions are properly carried out.
3. To use ICT in the performance of his duties.
4. 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 Minister Counsellors/Deputy High Commissioners in the roles ascribed to them.

NOTE

Where there is a Career Ambassador in charge of the Division, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

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