

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

- Ministry:** Foreign Affairs, Regional Integration and International Trade
- Post:** Second Secretary
- Salary:** Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775
(02 50 75)
- Effective Date:** 14 February 2014
- Qualifications:**
- A. A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) have a good command of both English and French;
 - (ii) show a high level of interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Candidates may be required to take part in an examination conducted by the Public Service Commission designed to assess their -

- (i) ability to analyse, interpret and present information in a clear, logical and accurate manner;
- (ii) capacity to express themselves in a clear and effective manner;
- (iii) ability to deal effectively with multi-dimensional problems in different situations; and
- (iv) general knowledge and familiarity with Local and International Affairs.

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

14 February 2014

Date.....



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Duties:

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I. To perform the following duties –

A. GENERAL

- (a) To assist the Head of Division (when based locally)/Head of Mission and the Head of Chancery (when posted overseas) generally in the day-to-day management of the Division/Mission.
- (b) To project the right image of Mauritius and to represent and safeguard its interest in a most effective manner.
- (c) To collect and process information relevant to the formulation of foreign policy and to assist in its implementation and in the evaluation of its impact.
- (d) To prepare regular political, social and economic reports and monographies on particular countries or regions.
- (e) To carry out research on contemporary international political events and assist in the assessment of their possible impact on Mauritius.
- (f) To familiarise himself with treaties and conventions and to advise on the possible benefits Mauritius can derive therefrom.
- (g) To represent Mauritius in international fora, conferences, cultural and social activities.
- (h) To provide material and prepare briefs for use in conferences and meetings.
- (i) To perform protocol duties.

B. ECONOMIC AFFAIRS

- (a) To work in close collaboration with and assist organisations actively engaged in promoting the trade interests of Mauritius, specially in the field of export and investment promotion.

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- (b) To keep abreast of trends and developments occurring in the field of international trade and advise on their possible impact on the national economy.
- (c) To promote bi-lateral and multi-lateral trade.
- (d) To keep track of the organisation of international trade fairs and advise on participation.
- (e) To gather market intelligence so as to maintain our competitiveness on the international market.
- (f) To promote Mauritius as a promising International Finance Centre.

C. TOURISM

- (a) To supply information to the Tourist Authorities through the parent Ministry on major events and fora which may be utilised to create an awareness of Mauritius as a tourist destination.
- (b) To assist the Tourist Authorities in promotional activities.

D. CONSULAR

- (a) To issue passports and visas.
- (b) To register births, deaths and marriages.
- (c) To grant citizenship and residence permits.
- (d) To make arrangements for repatriation.
- (e) To provide information on accommodation, payment of maintenance to dependents, administration of estates, legal proceedings and financial transactions.

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E. WELFARE

- (a) To look after the welfare of Mauritian Nationals, including the placement of students in Universities and other institutions of learning.
 - (b) To organise cultural and social activities to commemorate Republic Day and other important national events.
 - (c) To keep a register of Mauritian Associations.
2. To use ICT in the performance of his duties.
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 the Second Secretary in the roles ascribed to him.



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