

GOVERNMENT OF MAURITIUS

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

- Department:** National Transport Authority
- Post:** Administrative Manager, National Transport Authority
- Salary:** Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (02 057 081)
- Effective Date:** 19 December 2017
- Qualifications:**
- A. By selection from among serving officers who hold a substantive appointment in their respective grade and who possess a degree in Public Administration and Management or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience in administrative duties;
  - (ii) have good organising and administrative abilities;
  - (iii) possess good interpersonal and communication skills;
  - (iv) be able to lead and motivate a team of officers; and
  - (v) possess good analytical skills and are able to adopt a multidisciplinary approach to problem-solving.

Candidates should produce written evidence of experience claimed.

**Role and Responsibilities:** To provide administrative support and coordinate matters relating to proper functioning of the Authority.

- Duties:**
1. To be responsible to the Road Transport Commissioner for the performance of the following duties –
- (i) the day-to-day administrative duties and smooth running of the administration, registration, licensing and registry sections of the Authority;

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*for Secretary for Public Service*

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-2-

- (ii) to assist in the formulation of policies and framing of legislation relating to registration and licensing of vehicles;
  - (iii) to liaise with the State Law Office with regard to legal notices or applications for writs served on the Authority;
  - (iv) to swear affidavits, if any, on behalf of the Road Transport Commissioner;
  - (v) to tender advice on administrative matters;
  - (vi) to promote programs aiming at enhancing organisational efficiency and effectiveness;
  - (vii) to assist in the preparation of the budget estimates of the Authority;
  - (viii) to liaise with other Ministries and Departments on matters related to the Authority; and
  - (ix) to monitor all issues related to Safety and Health at the work premises.
2. To attend and participate in the internal management committee of the Authority.
  3. To attend Court/Tribunal, as and when required.
  4. To deal with audit queries.
  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 Administrative Manager, National Transport Authority in the roles ascribed to him.



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*for Secretary for Public Service*

**19 December 2017**

**Date**.....