

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

Department: Meteorological Services
Post: Deputy Director
Salary: Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (19 80 89)

Effective Date: 24 December 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Divisional Meteorologist who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess good interpersonal, problem-solving and communication skills; and
- (ii) are able to work in a multi-disciplinary team.

Role and Responsibilities: To assist the Director in the organisation and work of the Mauritius Meteorological Services and the co-ordination of all aspects of policy formulation, analysis and implementation of Government plans regarding meteorological matters.

- Duties:**
1. To deputise for the Director -
 - (i) in the administration of the Meteorological Services on policy decisions and human resource strategy; and
 - (ii) in carrying out the duties of the Permanent Representative of Mauritius with the World Meteorological Organisation and participating in regional and international matters/activities.
 2. To be responsible for the main divisions of the Meteorological Services and for Operations Sections, Applied Sections and non real time duties of the Department.
 3. To contribute in the issue of early warnings and advisories of severe weather events and other natural hazards for the protection of life and property.

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*for Senior Chief Executive
 Ministry of Civil Service Affairs*

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4. To promote research, application of meteorology and climate change issues.
5. To design and organise appropriate training courses for personnel of the Meteorological Services and other relevant stakeholders.
6. To ensure the maintenance of Quality Management System in the Meteorological Services.
7. To use ICT in the performance of his duties.
8. 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 Deputy Director in the roles ascribed to him.

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