

GOVERNMENT OF MAURITIUS

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

**Ministry:** Public Infrastructure, National Development Unit, Land Transport and Shipping (National Development Unit)

**Post:** Chief Regional Development Officer

**Salary:** Rs 66,000 (02 00 84)

**Effective Date:** 27 May 2011

**Qualifications:** By selection from among officers in the grade of Principal Regional Development Officer who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) are able to contribute effectively in the formulation of regional development programmes;
- (ii) possess strong analytical, interpersonal and managerial skills; and
- (iii) have sound organising and leadership capabilities.

**Role and Responsibilities:** To be responsible for the formulation of policies for the National Development Unit and to ensure timely and efficient implementation of projects.

- Duties:**
1. To assist the Head of the Ministry in the management of regional development programmes.
  2. To promote the central theme of the National Development Programme and ensure its acceptance by the population.
  3. To ensure the co-ordination of development projects of the National Development Unit with other Ministries/Departments.
  4. To examine project write-ups submitted by subordinate staff.
  5. To arrange for the appraisal, preparation, execution and supervision of projects under the National Development Programme.
  6. To ensure that clearances, way leaves and other requirements including approval have been obtained before the implementation of projects.
  7. To ensure that complaints/representations from members of the public with regard to the need for infrastructural projects in the respective localities are attended to.

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 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

Date..... 27 MAY 2011 .....

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8. To supervise and co-ordinate the work of subordinate staff.
9. To advise on training and development needs of subordinate staff and ensure the implementation of training programmes.
10. To examine and ensure the correctness of project progress reports submitted by subordinate staff.
11. To organise and conduct meetings, talks, seminars and workshops related to regional development programmes.
12. To liaise with Parliamentary Private Secretaries for the smooth implementation of regional development projects.
13. To ensure the implementation of the Performance Management System in the Regional Development Unit.
14. To use ICT in the performance of his duties.
15. 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 Chief Regional Development Officer in the roles ascribed to him.



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