

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

Ministry: Prime Minister's Office (National Disaster Risk Reduction and Management Centre)

Post: Director Preparedness

Salary: Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (02 81 89)

Effective Date: 10 September 2014

Qualifications: A. A degree in Communication Studies or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least eight years' experience at senior management level in the field of communication or media matters;
- (ii) possess strong analytical skills, a sound track record of producing high-quality written outputs and presenting them in public settings;
- (iii) possess strong interpersonal skills and be able to establish effective working relationships with people of different backgrounds;
- (iv) be able to work under pressure; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the effective and efficient management of the Preparedness Team of the National Disaster Risk Reduction and Management Centre and for the promotion of a culture of risk avoidance.

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CERTIFIED CORRECT

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

10 September 2014

Date.....



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Duties:

1. To be responsible to the Director General for the performance of the following duties –
 - (a) to manage and provide leadership to the Preparedness Team and its component teams with a view to ensuring that the teams perform in an efficient and effective manner;
 - (b) to manage the development, integration and production of the National Disaster Risk Reduction and Management Plan, including inputs of Local Disaster Risk Reduction and Management Plans;
 - (c) to promote a culture of risk avoidance among stakeholders through integrated education, training and public sensitisation programmes;
 - (d) to oversee the training, education and community mobilisation elements with a view to achieving the relevant indicators in the National Strategic Framework for Disaster Risk Reduction and Management;
 - (e) to liaise with persons and organisations for the exchange of information to facilitate the co-ordination of activities relating to the preparedness for disaster in Mauritius and the Outer Islands;
 - (f) to conduct programmes for public information and education on the mitigation of, preparedness for, response to and recovery from disasters, in collaboration with the Information Management Team;
 - (g) to liaise with the authorities concerned to ensure that schools' education curricula and programmes including drills are aligned with the National Policy for Disaster Risk Reduction and Management; and

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- (h) to facilitate and promote the integration of effective disaster preparedness actions into cross-governmental strategies and planning, including the promotion of effective messaging of education resources, public awareness campaigns and training for disaster management.
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 Director Preparedness in the roles ascribed to him.

Note

The Director Preparedness will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during cyclonic periods and other natural calamities and emergencies.



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S. Chandry
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*for Senior Chief Executive
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