

GOVERNMENT OF MAURITIUS

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

- Department:** Ombudsperson for Children’s Office
- Post:** Secretary, Ombudsperson for Children’s Office
- Salary:** Rs 30,575 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 54,275 (08 58 76)
- Effective Date:** 25 July 2014
- Qualifications:**
 - A. By selection from among serving officers who are drawing a monthly basic salary of not less than Rs 30,575 in the salary scale of their substantive post and who possess a degree in Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least five years’ administrative experience;
 - (ii) be well conversant with Government Machinery, human resource, financial as well as procurement procedures and practices and other regulations/legislation in force;
 - (iii) have good organisational and managerial skills;
 - (iv) possess good analytical, problem solving and communication skills; and
 - (v) be computer literate.

Candidates should provide written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the day-to-day administration of the Ombudsperson for Children’s Office.

- Duties:**
 1. To assume administration and financial responsibilities under the instruction of the Ombudsperson for Children.
 2. To ensure proper control of expenditure.
 3. To oversee investigation duties whenever required by the Ombudsperson for Children.

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CERTIFIED CORRECT

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

25 July 2014

Date.....

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4. To collect information, data and materials as may be required in connection with the powers and functions of the Ombudsperson for Children.
5. To train and supervise subordinate staff and to maintain general discipline.
6. To use ICT in the performance of his duties.
7. 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 Secretary, Ombudsperson for Children's Office in the roles ascribed to him.



CERTIFIED CORRECT

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

25 July 2014

Date.....