

GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister's Office
Post: Assistant Permanent Secretary
Salary: Rs 24,425 x 750 - 29,675 x 900 - 34,175 x 1,200 - 37,775 x 1,500 - 52,775 (02 50 75)

Effective Date: 29 October 2013

Qualifications: A. Open Competition
(i) A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
(ii) Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

B. Limited Competition
By selection from among officers who hold appointment in a substantive capacity in any of the following grades/cadres:-

- (i) Executive Officer and Higher Executive Officer;
(ii) Office Management Assistant (formerly Senior Officer) and Office Management Executive;
(iii) Human Resource Management Cadre;
(iv) Financial Operations Cadre; and
(v) Procurement and Supply Cadre.

C. Candidates for both open and limited competition should -
(a) have a good command of English;
(b) have good interpersonal and communication skills;
(c) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;



CERTIFIED CORRECT
for Senior Chief Executive
Ministry of Civil Service and
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Date.....

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-2-

- (d) have potential and ability to command and lead others, to promote team work and exercise authority;
- (e) have a high degree of maturity in evaluating and analysing matters of public concern; and
- (f) be versatile and have the ability to adapt to different work situations.

Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

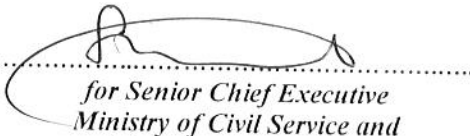
**Role and
Responsibilities:**

To assist in providing administrative support to the machinery of government in designing, formulating and implementing government policies.

Duties:

1. To assist in the formulation of policies and the preparation of legislations to give effect to it.
2. To assist in the administration of the various Acts and Regulations falling under the aegis of the Ministry.
3. To be responsible under the supervision of a Deputy Permanent Secretary for one or several areas of activities falling within the ambit of the Ministry.
4. To give support to Ministers in their parliamentary and ministerial duties by providing materials for use in debates, conferences and meetings.
5. To represent the Ministry in negotiation with other governments, other departments, outside interests and members of the public.
6. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
7. To ensure that Government obtains value for money in all its operations.
8. To use ICT in the performance of his duties.
9. 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 Assistant Permanent Secretary in the roles ascribed to him.

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