

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

- Ministry:** Prime Minister's Office
- Post:** Co-ordinator, Security Matters
- Salary:** Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775
(02 56 79)
- Effective Date:** 19 September 2014
- Qualifications:**
- A. By selection from among serving officers drawing a basic salary of not less than Rs 20,675 a month in their substantive appointment and who –
- (i) reckon at least five years' service in a substantive capacity; and
- (ii) possess a degree in Police Studies or Law or Law and Management or Legal Studies from a recognised institution or an equivalent qualification acceptable to Public Service Commission.
- B. Candidates should –
- (a) have a keen interest and vision for security work;
- (b) possess strong leadership skills; and
- (c) be able to plan, organise and monitor Committee work.
- Duties:** To perform, under the supervision of the Secretary for Home Affairs, the following duties –
1. To assist the Principal Co-ordinator, Security Matters in the performance of his duties both in office and on the field, in particular in the formulation and implementation of an overall national security plan for the country.
 2. To ensure compliance of Prime Minister's Office's instructions given to all heads of critical infrastructures, such as the Airport, Harbour, Mauritius Broadcasting Corporation and Prisons.
 3. To be responsible for site visits in connection with events organised by the Prime Minister's Office and to ensure implementation of instructions related thereto.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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4. To carry out inspections of any new building/project of Government where security aspect is required.
5. To carry out site visits to places to be visited by Heads of States, Heads of Government during their visit to Mauritius and ensure that security in place is in conformity with the provisions laid down in the Prime Minister's Office guidelines.
6. To be the Secretary of –
 - (i) National Security Committee;
 - (ii) National Aviation Security Committee;
 - (iii) National Maritime and Harbour Security Committee;
 - (iv) Mauritius Broadcasting Corporation Security Committee;
 - (v) Ministerial Security Officers Committee; and
 - (vi) any other Committee that may be assigned by the Secretary for Home Affairs.
7. To co-ordinate the activities of the Ministerial Security Officers and assist them as required.
8. To execute instructions from the National Security Adviser and the Secretary for Home Affairs on matters relating to security.
9. To arrange for security during international conferences held in Mauritius including issuance of accreditation pass and provision of access control.
10. To use ICT in the performance of his duties.
11. 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 Co-ordinator, Security Matters in the roles ascribed to him.



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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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Date.....