

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Human Resource Development Centre)

Post: Head, Human Resource Development Centre

Salary: Rs 35,375 x 1,200 – 37,775 x 1,500 – 58,775 x 1,800 – 65,975 (02 63 83)

Effective Date: 04 February 2014

- Qualifications:**
- A. A Master’s Degree in Public Administration or Management or Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess good management, leadership, effective communication and negotiation skills;
 - (ii) have a sound knowledge of the public sector administration;
 - (iii) be able to establish good working relationships with Commissions/Departments/Organisations in the public and private sectors and Non-Governmental Organisations (NGOs); and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To promote increased access to academic, technical and vocational education with a view to enhancing effectiveness and efficiency in the delivery of services across all sectors of the economy.

- Duties:**
1. To be responsible for the proper running of the Human Resource Development Centre.
 2. To assess the training requirements of Rodriguans outside the formal education system in relation to the overall social and economic development of Rodrigues.

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CERTIFIED CORRECT

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S. Chand

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date... 04 FEB 2014

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3. To advise on the types, contents and designs of training programmes in relation to the needs identified in order to meet the present and future requirements for qualified and trained personnel in the public and private sectors in Rodrigues.
4. To advise on training programmes for primary and secondary school teachers in consultation with the relevant authorities.
5. To keep under review the activities of the Human Resource Development Centre and to advise on any change of its policy orientations in the context of the development of Rodrigues.
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 Head, Human Resource Development Centre in the roles ascribed to him.



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

Date..... 04 FEB 2014