

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Youth)
- Post:** Officer-in-Charge, Youth Services
- Salary:** Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (23 60 75)
- Effective Date:** 10 October 2014
- Qualifications:** By selection from among officers in the grade of Principal Youth Officer who reckon at least four years' service in a substantive capacity in the grade and who –
  - (i) possess good administrative and managerial skills;
  - (ii) possess good communication and interpersonal skills; and
  - (iii) have the ability to motivate a team of officers and interact with people at all levels.
- Role and Responsibilities:** To be responsible for the overall management and day-to-day running of the Youth Division, Youth Centres/Residential Training Centre and Ateliers de Savoires.
- Duties:**
  1. To assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the youth.
  2. To plan and coordinate youth activities and implement policies, programmes and projects for the development of the youth in Rodrigues.
  3. To ensure that appropriate training for youth and officers of the Youth Officer Cadre is carried out properly.
  4. To supervise, monitor and evaluate youth activities and projects.
  5. To motivate youth to participate in national, regional and international level activities.
  6. To liaise with national, regional and international organisations in the field of youth.

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**CERTIFIED CORRECT**

.....  
*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*  
 10 October 2014  
 Date.....

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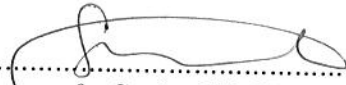
7. To provide assistance and guidance to youth organisations.
8. To use ICT in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Officer-in-Charge, Youth Services in the roles ascribed to him.

**Note**

The Officer-in-Charge, Youth Services may be required to work outside normal working hours including Sundays and Public Holidays.



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