

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

Organisation: Rodrigues Regional Assembly (Human Resource Development Centre)

Post: Co-ordinator, Human Resource Development Centre

Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02 49 75)

Effective Date: 04 February 2014

- Qualifications:**
- A. A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess effective communication and negotiation skills;
 - (ii) have the ability to establish good working relationship with Government Departments and organisations in the private and voluntary sectors; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To ensure the implementation of approved policies relating to training and development.
 2. To be responsible for the planning, implementation and evaluation of the training programmes for the public and private sectors.
 3. To deliver training, as and when required.
 4. To liaise with the Employment Office on all aspects of employment opportunities and to devise appropriate training programmes.
 5. To assist in the selection of resource persons and monitor their performance.
 6. To work in close collaboration with other training institutions for the elaboration of training schemes/training programmes and to promote the training activities of the Human Resource Development Centre.

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CERTIFIED CORRECT

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

Date..... 04 FEB. 2014.....



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7. To conduct or direct research in the field of training.
8. To assist the Head, Human Resource Development Centre in the day-to-day management of the Centre.
9. To use ICT in the performance of his duties.
10. 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, Human Resource Development Centre in the roles ascribed to him.



CERTIFIED CORRECT

S. Chand

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

Date..... 04 FEB 2014