


GOVERNMENT OF MAURITIUS

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

- Ministry:** Social Integration and Economic Empowerment
- Post:** Assistant Secretary General (Ex-NESC)
- Salary:** Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (02 055 081)
- Effective Date:** 21 September 2017
- Qualifications:** By appointment of the Assistant Secretary General on the establishment of the former National Economic and Social Council (NESC) who has been redeployed to the Ministry of Social Integration and Economic Empowerment.
- Duties:**
1. To assist the Coordinator in the performance of the following duties –
 - (i) the day-to-day management of the Technical Unit;
 - (ii) the preparation of short, medium and long-term plans of action in areas of poverty, community development and advise on policies concerning these areas;
 - (iii) the implementation, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives of plans of action;
 - (iv) the preparation and implementation of sensitisation programmes for the community through mass media and other means including publications; and
 - (v) the coordination of statistical research projects and programmes.
 2. To liaise with relevant stakeholders to develop advocacy plans for the most vulnerable households.
 3. To represent the Ministry on different National Steering Committees set up in relation to poverty alleviation.
 4. To provide guidance on implementation of strategies and providing timely and relevant information to stakeholders.
 5. To initiate and support research that may be affecting attainment of sustainable well-being of vulnerable groups.

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CERTIFIED CORRECT


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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

21 September 2017

Date.....



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-2-

6. To provide technical support and strategic guidelines regarding projects/program design and program initiatives.
7. To prepare and submit regular reports on the work of the Technical Unit.
8. To train and guide subordinate staff of the Technical Unit and supervise their work.
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 Assistant Secretary General (Ex-NESC) in the roles ascribed to him.

CERTIFIED CORRECT



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

21 September 2017

Date.....

