



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

08 November 2005

Ministry of Civil Service and Administrative Reforms
Circular Note No 10 of 2005
E/408/1/05

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Head of Ministries/Departments

Vacancies for the Post of Senior Assistant Secretary

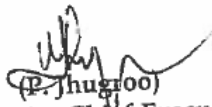
Would you please refer to the Public Service Commission Circular Note No. 48 of 2005, inviting applications from qualified serving officers for appointment as Senior Assistant Secretary in the Prime Minister's Office.

2. I wish to draw your attention to the note at paragraph V of the Circular Note which reads as follows -

"IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the PSC Circular Note No. 48 of 2005 are brought to the attention of all eligible officers and that, in case of officers who are overseas or on leave, a copy of the Circular Note together with application form are despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Public Service Commission: 670-3416/670-3417".

3. You are kindly requested to ensure that necessary action is taken accordingly.


(P. Jhugroo)
for Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 48 OF 2005

Vacancies for the Post of Senior Assistant Secretary

Applications are invited from qualified serving officers who wish to be considered for appointment as Senior Assistant Secretary in the Prime Minister's Office.

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Secretary reckoning at least four years' service in a substantive capacity in the grade and having:

- (a) knowledge of, and ability to use, modern management tools and techniques;
- (b) leadership and organising skills;
- (c) a high sense of responsibility and maturity; and
- (d) good communication and interpersonal skills.

III. DUTIES AND SALARY

1. To assist the Supervising Officer in the discharge of his duties and responsibilities.
2. To provide support, through the Supervising Officer, to the Minister on the current government business, including his ministerial and parliamentary duties.
3. To provide administrative support to the Supervising Officer of a Government Department, major section or unit of a Ministry and ensure that its work is carried out effectively and efficiently.
4. To assist in the preparation of legislation in consultation with the Attorney-General's Office.
5. To advise on policy options and their implications.
6. To represent a department of Government on boards and committees, as and when required.
7. To assist in the administration of the legislation relevant to the Ministry.
8. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 22,400 x 800 - 28,000 x 1000 - 30,000 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 22,400 a month plus salary compensation at approved rates.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their applications on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner's Office, Port Mathuria, Rodrigues or from the offices of the Mauritius High Commission/ Embassies overseas.
2. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate one through their respective Supervising/Responsible Officer.
3. Candidates are advised to read carefully the "NOTES AND INSTRUCTIONS TO CANDIDATES" before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

V. CLOSING DATE OF APPLICATION

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.30 p.m. on Tuesday 29 November, 2005.

IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Public Service Commission Circular Note No. 48 of 2005 are brought to the attention of all eligible officers and that, in case of officers who are overseas or on leave, a copy of the Circular Note together with application forms are despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Public Service Commission: 670-3416/670-3417.

This Circular together with the application form (PSC Form 7) are also available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>

On-Line application can also be submitted through the government web portal at <http://www.gov.mu>

Date: Monday 08 November, 2005

Public Service Commission
7, Louis Pasteur Street,
FOREST SIDE.