

PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 58 OF 2011

Vacancies for Post of Senior Officer
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers who wish to be considered for appointment as Senior Officer in the Ministry of Civil Service and Administrative Reforms.

Note: Candidates who applied for the post in response to Public Service Commission Circular Note No. 26 of 2011 dated 26 April 2011 should submit fresh applications.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

A. By selection from among officers who hold a substantive appointment in the grade of Officer and who -

- (i) reckon at least four years' service as from the date they joined service;
- (ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;
- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have the ability to organise and prioritise workload; and
- (v) are able to work on own initiative and as a member of a team.

B. Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission designed -

- (i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business; and
- (ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

NOTE

1. Candidates will be informed in due course of the exact date and venue of the examination.
2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

III. DUTIES AND SALARY

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
5. To manage and ensure safekeeping of official records.
6. To supervise the retrieval and destruction of office records within established guidelines.
7. To act as secretary to committees and/or tender committees, as and when required.
8. To undertake research in connection with the activities/policies of the Ministry/ Department and submit reports, as and when required.
9. To assist in the preparation and monitoring of Estimates.
10. To ensure the keeping of proper, complete and up-to-date records of financial transactions.
11. To ensure proper and timely submission of accurate returns as requested by the Accountant-General and the Financial Secretary.
12. To provide assistance in the processing of audit queries related to financial issues.
13. To provide, under supervision, as and when required, advice and information on matters relating to accounting and finance.
14. To assist in all administrative processes relating to procurement and supply and warehouse operations.
15. To ensure that stock checking programmes are maintained.
16. To ensure that office inventory tallies with the supply system records.
17. To co-ordinate and supervise the work of junior staff.
18. To use ICT in the performance of his duties.
19. 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 Senior Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 12,900 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 a month plus salary compensation at approved rates.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application 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 Mathurin, Rodrigues **or** from the offices of the Mauritius High Commission/Embassies overseas.
2. Application should be submitted in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. This Circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
4. On-line application can also be submitted through the government web portal at <http://www.gov.mu>
5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
6. 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

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 05 December 2011.**

Date: 21 November 2011

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