Vacancy for Post of Deputy Director, Co-operation
Ministry of Foreign Affairs, Regional Integration and International Trade

Applications are invited from qualified officers who wish to be considered for appointment as Deputy Director, Co-operation in the Ministry of Foreign Affairs, Regional Integration and International Trade (Regional Integration Division).

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Analyst (Co-operation) who reckon at least three years’ service in a substantive capacity in the grade and who –

(a) have managerial capabilities;

(b) are skilful negotiators and communicators with demonstrated qualities of maturity and integrity; and

(c) are well conversant with international affairs.

III. ROLE AND RESPONSIBILITIES

To advise on the formulation of policies for the deepening of the integration process in Africa and Asia and to monitor activities relating to regional and international organisations to which Mauritius belongs.

IV. DUTIES AND SALARY

1. To assist the Director, Co-operation in the performance of his duties.

2. To deputise for the Director, Co-operation, as and when required.

3. To advise the Director, Co-operation on policy issues and strategies and their formulation.

4. To prepare and co-ordinate bilateral and multilateral programmes with a view to their inclusion in regional development policies.

5. To provide assistance to the Regional Integration Council and prepare position papers on all matters pertaining to regional integration.

6. To supervise the work of Analysts (Co-operation), Senior Analysts (Co-operation) and Principal Analysts (Co-operation) and provide appropriate guidance and training, as and when required.

7. To use ICT in the performance of his duties.
8. 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 Deputy Director, Co-operation in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

V. 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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

2. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at https://psc.govmu.org

4. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are, therefore, advised to submit their e-mail address.

5. Candidates are also 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 candidate.

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 15 00 hours (local time) on 22 March 2022. Application Forms received after the specified closing date and time will not be considered.

Date: 02 March 2022

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