

MAURITIUS QUALIFICATIONS AUTHORITY

SCHEME OF SERVICE

Post: Manager, Corporate Services

Salary 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 (**MQA 14**)

Qualifications:

- A.** A degree in Public Administration and/or Management from a recognised institution or Membership of the Institute of Chartered Secretaries and Administrators or an equivalent qualification acceptable to the Board.
- B.** At least five years' experience in a responsible administrative position.
- C.** Good written and oral communication and the ability to manage staff.

Candidates should produce written evidence of any experience claimed.

Duties

1. To assist the Deputy Director in the performance of his duties.
2. To be responsible for the proper administration of the office, for the promotion of the good order and efficiency in the office, and for assisting in the organization and conduct of training.
3. To be responsible for the preparation of a staff development programme.
4. To deal with personnel and welfare matters, to co-ordinate and supervise the work of the subordinate staff.
5. To participate in the formulation, implementation and evaluation of the programmes of the office and prepare reports and documents as required.
6. To be responsible for the correspondence of the office.
7. To prepare and keep a record of the Board's meetings of the Authority.
8. To assist in handling all matters having legal implications and assist in the preparation of legislation.
9. To be responsible for security.
10. To be responsible for budget coordination.
11. 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 Manager, Corporate Services in the roles ascribed to him/her.