

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2026

Vacancies for Post of Deputy Permanent Secretary **Prime Minister's Office**

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

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Permanent Secretary (to be restyled Assistant Secretary) who reckon at least six years' service in a substantive capacity in the grade and who –

- (i) possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) possess good leadership and organising skills;
- (iii) possess decision-making skills;
- (iv) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;
- (v) are versatile and adaptable to different work situations and conditions;
- (vi) are familiar with modern trends and techniques in management;
- (vii) possess strong interpersonal and communication skills; and
- (viii) have a high sense of responsibility and maturity.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To provide administrative support to the machinery of government in designing, formulating and implementing government policies.

IV. DUTIES AND SALARY

1. To assist the Supervising Officer in the administration and management of any department of Government and to ensure the most economical, efficient and effective use of resources.
2. To assist in the formulation, coordination and implementation of Government policy, goals and objectives.
3. To assist the Supervising Officer in his role of giving advice and support to Ministers on current government business including their parliamentary duties.
4. To assist in the drafting and administration of legislation.
5. To work in close collaboration with public officers from a wide range of professional disciplines and to assist them in improving the operational efficiency and accountability of the units under their responsibility.
6. To initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness of a department of Government.
7. To represent a department of Government on Boards and Committees, as and when required.
8. To promote the welfare of staff and ensure that the working environment is conducive to efficiency.
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 Deputy Permanent Secretary in the roles ascribed to him.

Note

In case of a force majeure/public emergency, Deputy Permanent Secretaries are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

The permanent and pensionable post carries salary in scale Rs 86,750 x 2,500 – 94,250 x 2,750 – 102,500 x 3,750 – 110,000 x 4,000 – 118,000 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 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 Commissions/Embassies overseas.
2. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
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.**

VI. 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 Thursday 05 February 2026**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 16 January 2026

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