

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Social Integration, Social Security and National Solidarity
(Social Security and National Solidarity Division)
- Post:** Secretary (Ex-MESTF)
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –
49,950 x 1,625 – 62,950 (01 058 085) (Personal)
- Effective Date:** 20 September 2021
- Qualifications:** By appointment of the Secretary on the establishment of the former Mauritius
Ex-Services Trust Fund who will be redeployed to the Social Security and National
Solidarity Division of the Ministry of Social Integration, Social Security and
National Solidarity on proclamation of section 39 of the Finance Act 2020.
- Role and
Responsibilities:** To provide administrative support in implementing government policies.
- Duties:**
1. To assist in –
 - (i) the coordination and implementation of goals and objectives; and
 - (ii) implementing programmes aiming at enhancing organisational efficiency.
 2. To prepare and submit Financial Statements and Annual Report on the management of the funds provided for payment of grants.
 3. To prepare monthly management accounts.
 4. To attend audit queries and to take corrective actions.
 5. To use ICT in the performance of his duties.
 6. 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 Secretary (Ex-MESTF) in the roles ascribed to him.



CERTIFIED CORRECT

.....
S. Chundunsing
S. Chundunsing (Mrs)
for Secretary for Public Service

20 September 2021
Date.....