GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Senior Pre-Press Officer

Salary: Rs 18,075 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 –
33,425 (16 040 064)

Effective Date: 07 January 2020

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Pre-Press Officer who reckon at least three years’ service in a substantive
capacity in the grade and who –

(i) have a good knowledge of Parliamentary practice and procedures;

(ii) possess supervisory and problem-solving skills;

(iii) possess strong interpersonal and communication skills; and

(iv) have the ability to work in a team and to take initiatives.

Duties:

1. To be responsible to the Clerk of the National Assembly for the effective
management of the Pre-Press Unit.

2. To supervise the work of Pre-Press Officers.

3. To organise the collection, compilation, presentation and publication of
data.

4. To be responsible for the organisation and safe keeping of all files used in
the creation of a document, including artwork in the Parliamentary ICT
infrastructure.

5. To develop performance indicators for subordinate staff.

6. To evaluate and report on the performance of staff.

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
Senior Pre-Press Officer in the roles ascribed to him.

Note
Senior Pre-Press Officers will be required to work at staggered hours.