GOVERNMENT OF MAURITIUS

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

Ministry: Agro-Industry and Food Security

Post: Office Attendant (Ex SPI)

Salary: Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 17,675 (24 14 39)

Effective Date: 21 January 2015

Qualifications: By appointment of the Office Attendant on the establishment of the former Mauritius Sugar Terminal Corporation who has been redeployed to the Ministry of Agro-Industry and Food Security.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.

2. To open and close offices.

3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.

4. To usher in/guide visitors to the scheduled officers and maintain a record of such visits, if so required.

5. To clean premises and to maintain the physical environment at a good standard.

6. To ensure that all switches/lights are turned off before leaving office every afternoon.

7. To operate a telephone switchboard/PABX console.

8. To operate office equipment such as duplicating, photocopying and fax machines.

9. To respond to calls.

CERTIFIED CORRECT

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for Senior Chief Executive

Ministry of Civil Service and Administrative Reforms

21 January 2015

Date.--------------------------------------------------------
10. To be in attendance at the reception counter of the Ministry, as and when required.

11. To assist in the arrangement of furniture and equipment within office premises.

12. To perform simple binding duties.

13. 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 Office Attendant (Ex SPI) in the roles ascribed to him.