GOVERNMENT OF MAURITIUS

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

Ministry: Arts and Culture

Post: Senior Officer, CELPAC

Salary: Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (05 32 52)

Effective Date: 20 June 2012

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Officer, CELPAC who reckon at least four years’ service in a substantive capacity in the grade and who possess good administrative skills.

Duties:

1. To assist the Co-ordinator, CELPAC in the performance of his duties.

2. To ensure that the postage of magazines as well as reading and other materials are delivered on time to the Centre de Lecture publique et d’Animation Culturelle (CELPAC) regional centres.

3. To process applications for leave of staff posted in CELPAC regional centres and make arrangements for replacement, as and when required.

4. To assist and co-ordinate the lending of reading and audio-visual materials to the public.

5. To assist in the organisation of:–
   (a) educational games;
   (b) artistic, cultural and educational activities; and
   (c) lectures, seminars and conference in the artistic and educational fields.

6. To keep records of all monies received from any source and all payments required to be made by the Centre de Lecture publique et d’Animation Culturelle.

7. To keep an inventory, issue store forms and keep records of all items delivered to CELPAC regional centres.

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Date: 20 JUN 2012
8. To attend meetings, as and when required, take notes and ensure proper follow-up action.

9. To use ICT in the performance of his duties.

10. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Senior Officer, CELPAC in the roles ascribed to him.

NOTE

Senior Officers, CELPAC will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.