GOVERNMENT OF MAURITIUS

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

Ministry: Business, Enterprise and Co-operatives (Business and Enterprise Division)

Post: Office Attendant (Ex-SMEDA)

Salary: Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 20,050 (24 019 045) (Personal)

Effective Date: 06 February 2019

Qualifications: By appointment of Office Attendants on the establishment of the former Small
and Medium Enterprises Development Authority who have been redeployed to
the Ministry of Business, Enterprise and Co-operatives (Business and Enterprise
Division).

Duties:
1. To assist the Head Office Auxiliary in the performance of his duties.
2. To collect keys and deposit same from/to Police Station/Police Post.
3. To open and close offices.
4. To run official errands, including the despatch of correspondence, forms
and materials and the distribution of files, documents and faxes.
5. To usher in/guide visitors and maintain a record of such visits, if so
required.
6. To clean premises and to maintain the physical environment at a good
standard.
7. To ensure that all switches/lights are turned off before leaving office.
8. To operate a telephone switchboard/PABX console, as and when
required.
9. To operate office equipment such as duplicating, photocopying and fax
machines.
10. To attend to calls.
11. To be in attendance at the reception counter of the Ministry, as and when
required.
12. To assist in the arrangement of furniture and equipment within office
premises.
13. To perform simple binding duties.
14. 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-SMEDA) in the roles ascribed to him.

CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

06 February 2019

Date........................................