GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service Affairs and Administrative Reforms

Post: Office Superintendent

Salary: Rs 15,000 x 500 – 17,000 x 600 – 20,000 x 800 – 22,400 (08 45 57)

Effective Date: 08 April 2004

Qualifications:

A. By selection from among officers in the grades of
   (i) Higher Executive Officer; and
   (ii) Executive Officer

   reckoning at least 15 years’ service in a substantive capacity in the Executive Cadre.

B. Candidates should:
   (i) have a thorough knowledge of the Government machinery, processes and functions;
   (ii) have sound judgment and initiatives as well as good interpersonal and communication skills;
   (iii) be prompt in problem solving, highly committed and proactive;
   (iv) be resourceful;
   (v) possess leadership qualities;
   (vi) have the ability to adapt to different work situations and exercise authority; and
   (vii) have a high sense of responsibility and trustworthiness.

Duties:

1. To be accountable to the Head of Ministry/Department or to an officer designated by him in the performance of the following duties:
   (i) to engage in or supervise the execution of a wide range of tasks/jobs to ensure the smooth running of a Ministry/Department;
   (ii) to co-ordinate and monitor the work of staff under his control;
   (iii) to arrange for proper office accommodation, furniture and equipment;

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for Senior Chief Executive
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(iv) to ensure the proper maintenance and servicing of office and other equipment at regular intervals;

(v) to maintain a conducive physical environment inside offices as well as in common places through the use of appropriate fittings, lightings and proper ventilation;

(vi) to ensure the judicious use of office equipment (telephone, telefax, wordprocessors, photocopying machines, etc.);

(vii) to use Information and Communication Technology (ICT) in the performance of his duties, as and when required;

(viii) to monitor the use of Government vehicles and to organise transport for official purposes;

(ix) to ensure the proper keeping of Attendance Register(s) or any other Attendance Recording System;

(x) to keep the Register of Assets and ensure that it is updated regularly;

(xi) to ensure that the workplace is kept safe, clean and tidy and that health and safety norms are observed;

(xii) to ensure that adequate security prevails in the office premises;

(xiii) to organise official functions and welfare activities, as and when required;

(xiv) to follow-up on Lease/Contract Agreements in respect of office accommodation and equipment; and

(xv) to represent the Ministry/Department in committees, as and when required.

2. To perform such cognate duties as may be assigned.