GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service Affairs and Administrative Reforms
Post: Special Clerical Officer
Salary: \(12,300 \times 300 - 13,800 \times 400 - 15,000 \times 500 - 16,000 \times 600 = 21,400\) (10.29 48)
Effective Date: 26 January 2005

Qualifications:
A. By promotion, on the basis of experience and merit, of officers in the grade of Clerical Officer/Higer Clerical Officer reckoning at least 12 years' service in a substantive capacity in the grade.

B. Candidates should possess:
   (i) knowledge of work procedures in the public service;
   (ii) ability and initiative in problem solving; and
   (iii) organising and supervisory skills.

Duties:
1. To perform, under supervision, duties of a clerical nature involving a higher level of responsibility/maturity.
2. To provide clerical support to senior officers in the discharge of their duties.
3. To be in charge of a small sub-section of a Ministry/Department.
4. To carry out simple research, collect and process information and submit reports in an orderly manner for use by senior officers.
5. To use Information and Communication Technology (ICT) in the execution of his duties.
6. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms
Date: 26 JAN 2005