GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development (Assessment Review Committee)

Post: Senior Shorthand Writer

Salary: Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (08 058 074)

Effective Date: 28 June 2017

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Shorthand Writer who reckon at least two years’ service in a substantive capacity in the grade and who possess organising and supervisory skills.

Duties:

1. To assist –
   (i) in making arrangements for the assignment of Shorthand Writers and qualified Word Processing Operators to meetings and Committees; and
   (ii) the Chairperson and Vice-Chairperson of Committees in dealing with confidential business of the Committee.

2. To take down and transcribe shorthand notes of proceedings and meetings, both in English and French.

3. To monitor and coordinate the duties of Shorthand Writers.

4. To prepare and finalise roster for Shorthand Writers.

5. To edit the notes of proceedings taken by Shorthand Writers.

6. To give clerical, word processing and secretarial assistance to the Clerk, Assessment Review Committee, as and when required.

7. To train Shorthand Writers and Word Processing Operators, as and when required.

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

9. 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 Senior Shorthand Writer in the roles ascribed to him.

Note
The Senior Shorthand Writer may be required to work outside normal working hours.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
28 June 2017
Date........................................