GOVERNMENT OF MAURITIUS

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

Ministry: Environment and Sustainable Development
Post: Office Helper (Ex SPI)
Salary: Rs 10,425 x 250 - 13,675 x 300 - 15,475 x 350 - 17,225 x 450 - 17,675
(24 14 39)
Effective Date: 26 November 2014
Qualifications: By appointment of the General Worker/Gardener on the establishment of the
former Farmers’ Service Corporation who has been redeployed to the Ministry of
Environment and Sustainable Development.
Duties:
1. To open and close offices.
2. To run official errands, including the dispatch of correspondence, forms
and materials and the distribution of files, documents and faxes.
3. To usher in/guide visitors to schedule officers and maintain a record of
such visits, as and when required.
4. To clean premises and to maintain the physical environment at a good
standard.
5. To ensure that all switches/lights are turned off before leaving office
every afternoon.
6. To operate a telephone switchboard/PABX console, as and when required.
7. To operate office equipment such as duplicating, photocopying and fax
machines.
8. To be in attendance at the reception counter of a Section/Unit/Division of
the Ministry, as and when required.
9. To assist in the arrangement of furniture and equipment within office
premises.

CERTIFIED CORRECT

[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
26 November 2014
Date.
10. To perform simple binding duties.

11. To collect keys and deposit same from/to Police Station/Police Post, as and when required.

12. 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 Helper (Ex SPI) in the roles ascribed to him.