GOVERNMENT OF MAURITIUS

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

Department: National Assembly
Post: Chief Hansard Reporter and Sub Editor
Salary: Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 (08 064 077)
Effective Date: 11 September 2018
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior
Hansard Reporter and Sub Editor who reckon at least three years’ service in a
substantive capacity in the grade and who –
(i) possess leadership, managerial and organising skills;
(ii) possess strong communication and interpersonal skills; and
(iii) have the ability to work under pressure and meet tight deadlines.

Role and Responsibilities: To be responsible to the Hansard Editor for providing reporting and sub editing
services in line with the goals and objectives of the Hansard Unit.

Duties:
1. To ensure timely and accurate reporting and transcription of Parliamentary
Sittings, Committees and other international forums.
2. To monitor Annotation exercises, find titles and headings given to
Parliamentary Questions, prepare checklist of PQs within categories such as
Withdrawn, Written, following a Parliamentary Sitting.
3. To coordinate the work of the Hansard Reporter Cadre including allocation of
‘Takes’ and general supervision of breakdown thereof in audio-recording
tapes for onwards transcription and prepare roster for Annotation.
4. To proofread Hansard, merge ‘Takes’ monitor transcription and sub editing of
verbatim reports for merging purposes and for dispatch to Members of
Parliament and government officials.
5. To follow up and prepare updated records for Written Questions.
6. To undertake research work in connection with Hansard, as and when
required, and to liaise with Ministries and Departments.

CERTIFIED CORRECT

D. Gowry (Mrs)
for Secretary for Public Service

11 September 2018
Date..................................................
7. To liaise and coordinate with subordinate staff in the compilation exercise of Hansard for the purpose of publication on the website.

8. To monitor updating of Hansard and Parliamentary Committees.

9. To monitor and finalise Table of Contents and Index for bound volumes of Hansard.

10. To coach Hansard Reporter and Sub Editors and Assistant Hansard Reporter and Sub Editors.

11. To perform transcription exercises, as and when necessary.

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

13. 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 Chief Hansard Reporter and Sub Editor in the roles ascribed to him.

Note
The Chief Hansard Reporter and Sub Editor will be required to work at staggered hours.

CERTIFIED CORRECT

D. Gowry (Mrs)
for Secretary for Public Service

11 September 2018
Date.................................