GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Hansard Reporter and Sub Editor

Salary: Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (08 051 070)

Effective Date: 11 September 2018

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Assistant Hansard Reporter and Sub Editor who reckon at least four years’ service in
a substantive capacity in the grade and who –

(i) possess sound knowledge of Parliamentary practice and procedures;

(ii) possess effective communication and interpersonal skills; and

(iii) have the ability to work under pressure and meet tight deadlines.

Duties:

1. To take down Annotation and accurate reporting of Parliamentary Sittings,
   Committees and other international forums.

2. To undertake transcription and sub editing of Parliamentary Sittings,
   Committees and other international forums.

3. To ensure accurate reporting procedure with quotations and other references
   checked and corrected and resolve any query or ambiguity relating to the
   copies of proceedings.

4. To prepare dispatch of transcripts for Parliamentary Sittings and Committees.

5. To proofread Hansard and prepare Table of Contents and Indexes for bound
   volumes of Hansard.

6. To follow up and update Written Questions in Hansard.

7. To assist in maintaining up-to-date information pertaining to Hansard
   resources.

8. To carry out research work in connection with Hansard.

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

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D. Gowry (Mrs)
for Secretary for Public Service

11 September 2018

Date---------------------------------
10. 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 Hansard Reporter and Sub Editor in the roles ascribed to him.

Note

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